JOB DESCRIPTION

Job Title: Project Manager

Department   Audio-Visual Department

Location: Bristol

ABOUT US

Established in 1985, Internet Videocommunications has earned an international reputation for delivering world class Audio-Visual, Video Conferencing and Telepresence systems and services. For 35 years our award-winning company has received numerous accolades for exceeding standards of excellence. It is our emphasis on service quality, our attention to detail and our total commitment to our clients that has led Internet Videocommunications to enjoy long-term relationships with many hundreds of businesses across the public and private sectors.

Working out of our Bristol and Marlow offices in the UK we have provided Audio-Visual, Video conferencing and Telepresence solutions in over 35 countries to date. The company offers unrivalled experience and expertise. And, having forged strong alliances with all the leading manufacturers, we are truly independent.

We pride ourselves on being at the very forefront of the Audio-Visual and Telecommunications Industry. Our mission statement is to deliver best of breed Audio-Visual and Unified Communications solutions and we recognise that in order to achieve this, we need to invest in best in class staff. All our team undertake rigorous, on-going training courses and external examinations to maintain industry knowledge and skill-sets that are second to none.

Due to expansion and a strong order book we are hiring an additional Project Manager to join our team in Bristol with immediate effect.

WHAT WE DO

Internet Videocommunications provides a comprehensive portfolio of Audio-Visual, Video conference and Telepresence systems and services all in house. Uniquely set up to take care of the entire end-to-end solution, we will manage the project from the initial consultation, system design and build, through to training and maintenance support.

MAIN JOB PURPOSE

To manage each project in a professional and highly organised manner, taking full responsibility for its planning, delivery and successful implementation, ensuring that the activities of Internet Videocommunications' technical teams are fully co-ordinated and work in synergy with any site contractors and that the outcome not only meets but exceeds the expectations of the client.

KEY RESPONSIBILITIES

- Liaise and build strong, long term working partnerships with clients and 3rd party contractors.

- Conduct detailed and comprehensive site surveys, as and when required, completing all necessary survey documentation and distributing the same to all relevant parties as well as storing this on the Company's file servers.

- Plan and co-ordinate all aspects of the project, including but not limited to the room design works, the AV design works, software implementation, workshop operations and all on-site works.

- Produce and issue, in a timely manner, all information including room plan drawings and schematics to the relevant parties, both internally and externally. Ensure that this information is stored on the Company's file servers.

- Identify and highlight any and all 3rd party contractor activities that need to be completed to bring the project environment to a state of readiness prior to the Company's own installation works commencing. Such activities must also be included and illustrated in the Company's project plan.

- Be responsible for keeping the client fully informed of the project status throughout the programme of works, holding regular (weekly) meetings / videoconference calls and providing weekly project progress reports.

- Complete a 'Work Package' including all the above documentation plus Risk Assessments, Method Statement and Statement of Works and ensure that any other relevant information is collated into a Work Pack and presented to the Installation engineers.

- Conduct a pre-installation meeting with the Installation team and, where appropriate, attend the client site on the first day of on-site works to kick-off the installation and walk through the project works.

- Ensure all on-site regulations are adhered to and that inductions are scheduled prior to commencement of installation works.

- Assist the Finance Department, when required, in co-ordinating and booking travel and accommodation for engineers during the course of the project.

- Manage the logistics of all equipment delivered into the final location.

- Commission and handover the solution to the client and, in conjunction with this, ensure a seamless handover of all technical documentation to Client Services.

- Ensure photos are taken of each meeting room/area after commissioning. These must show a clean and neat environment of the front and rear of each room and also include close-ups of control systems, equipment racks, wiring etc. wherever applicable. These photos must then be uploaded onto the Company's servers.

- Manage and deliver user training and training documentation to the client.

- Ensure all sign-off documentation is completed by the client and archived on the Company's servers.

- Maintain on a daily basis an up-to-date record of all activities and contact with clients and prospects through the Company's CRM database.

SKILLS & EXPERIENCE

The successful candidate will have proven experience as detailed above and have obtained, and is using Prince2 or equivalent. You may already be employed as a Project Manager or are looking to be a PM. Previous experience within the commercial AV Industry is essential. You will be comfortable working on large commercial AV projects; including new builds and refurbishments, liaising/interfacing with building contractors as required. You will have exceptional communication skills and have strong organisational and people management skills.

HOW TO APPLY

Please forward a covering letter and up to date CV to Tanya Condon, HR Manager at Internet Videocommunications Limited at tcondon@internet-video.co.uk. Closing date for applications is Monday 30th March 2020.