



## **JOB VACANCY**

### **Position Title: Project Manager – Structure Cabling Systems**

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Building Infrastructure Group, LLC. (BIG) is an industry leader in the Structured Cabling Systems (SCS) & Audio/Visual (AV) Systems industry in the Mid-Atlantic region. BIG has built a strong reputation in the telecommunications industry as a company that focuses on an 'employee-centric' culture -- where the Company's emphasis is prioritizing employee engagement, autonomy, and creativity.

#### **Position Responsibilities**

Responsible for identifying and developing new business activities and projects, from identifying prospects to finalization of contract, including, but not limited to:

- Designing and delivering sales presentations to prospective clients and generating RFPs based on clients' needs and services to be rendered. Estimate material and labor requirements for each project, applying established pricing guidelines for achieving pre-determined profit margin targets;
- Managing and assuming accountability for total project performance against the estimated project budget;
- Performing as a direct liaison between BIG and the clientele. Provide presentation support and attend pre-installation, construction, and job progress meetings. Conduct site surveys and monitor construction progress throughout the job for quality and deadline management, ensuring adequate resources are available and scheduled to meet project workload requirements;
- Ensuring customer deliverables are prepared and provided to client, including preparing and verifying the accuracy of floor plans and test results for each project as required. Expedite problem resolution in support of the contract (troubleshoot issues and provide customer service support to clientele);
- Completing all change orders, WIP (Work in Progress) reports, job packages, and appropriate documentation. Maintain job files, change order and billing for tracking and accurate, timely submission;
- Developing and maintaining short- and long-range sales forecasts. Produce and submit regular reports and sales plans for BIG's Senior Management approval;
- Other duties and projects as assigned.

#### **Position Requirements**

- Minimum of three (3) years' experience in project management or project leadership in telecommunication, construction, or related field;
- Experience in generating responses to time-sensitive RFPs and interpreting floor plans and project activity reports;
- Ability to prioritize and work in a fast-paced environment; Ability to work under pressure while meeting all contract deadlines; multitasking skills required;
- Excellent written and verbal communication/presentation skills; Ability to work, and correspond, with a wide range of individuals ranging from senior executives to construction personnel;
- High School diploma or equivalent required; College degree highly desirable;
- BICSI certification a plus;

- Proficiency in Microsoft Office; MS Project experience desirable;
- Professional, team-oriented work ethic; Ability to see the “big picture”;
- Valid Driver’s License; Acceptable driving record;
- Ability and willingness to travel to and from various project and client sites;
- Ability to work independently; Excellent punctuality and reliability record with willingness to work overtime, often on short notice;
- Adherence to regular attendance and normal scheduled hours. Must be willing to work a flexible schedule determined by client site requirements, i.e., early morning and/or evening hours.

EOE