

Advanced Inc. is a leading Audiovisual and Collaborative Communications company working with corporations, government agencies, healthcare and educational organizations throughout Canada and beyond. Dedicated to innovation in technology and services, Advanced has a strong set of businesses aligned to meet today's needs.

The company offers presentation and videoconferencing solutions in addition to complete integrated systems, rental and staging of high impact displays, repair and maintenance, value-added integration services including design and engineering, installation and audiovisual consulting.

## **Project Manager – Advanced Inc.**

### **The Role:**

The Company seeks a hands-on Project Manager who will take on a leadership role in the area of installation driving departmental growth and efficiency. Successful individual will provide leadership and support for technicians working in the audiovisual systems installation area.

Reporting directly to *VP of Operations*, key responsibilities include but are not limited to:

- Manage the day-to-day operations of all assigned projects. Schedule, manage, and coordinate the available labor, materials, tools, equipment, transportation, technical expertise, and the calendar.
- Ensure that the high quality standards of the AV system installation are upheld in all projects as outlined by the organization.
- Employ excellent communication channels and effective interaction with sales, the client, installation team and management. Conduct regular team meetings.
- Attend and perform site visits in the pre-planning phase and in the final commissioning stage to obtain final sign-off.
- Obtain and read all contract documents including, but not limited to: bid drawings and specifications, contract, project workbook, subcontractor scopes of work, and construction schedule.
- Acquire a thorough understanding of project requirements and objectives including, but not limited to: contractual, financial, technical, schedule, construction coordination, materials, personnel, and scope of work.
- Facilitate internal project kick-off meeting that includes key participants from sales, engineering, fabrication and installation.
- Create and manage the project schedule.
- Function as the focal point for internal and external project communication and documentation.
- Coordinate activities with general contractor, construction manager, owner and other trades as required.
- Provide regular reports of job progress to all stakeholders.
- Solicit quotes from qualified subcontractors as required.
- Generate and/or respond to construction communication including, but not limited to: requests for information, change order documents, room readiness letters, delay or compression notification of theft or damage to materials, tools or vehicles, safety or injury reports, warranty information, material handoff or inventory, punch lists, field reports, sign-off documents or other documentation as assigned or required.

- Cooperatively manage and monitor the labor expenditures of engineering, fabrication and installation personnel over the course of the project and communicate (upward) any issues that impact profitability.
- Coordinate turn-over of project to service department at the end of each project.
- Coordinate and/or provide training to client.
- Assist in the development of updated or enhanced installation project processes.
- Provide back up support to Service Manager as needed.
- Implement department goals, objectives and operational priorities within the organization's mission.
- Travel is required when necessary, sometimes with little advance notice.

**The Candidate:**

Applicants for this role must have the following:

- At least 5 years hands on experience in AV installation / design engineering with CTS (or equivalent) qualification, or the willingness and ability to attain this qualification within 6 months of joining.
- Previous management experience of an installation department in the area of AV/IT.
- Good communication skills both written and verbal.
- Solid working knowledge of such programs as Microsoft Outlook, Access and Excel.
- Previous AV project management experience would be considered a plus.
- Access to a vehicle and a clean driving record is essential and required.

We offer a compensation package commensurate with candidate's knowledge and productivity. Package is comprised of base salary plus performance bonus in addition to a company benefits plan.

**Please email your resume to [hr@advanced-inc.com](mailto:hr@advanced-inc.com)**

**For additional company information, please visit [www.advanced-inc.com](http://www.advanced-inc.com)**