



CAREER OPPORTUNITY

Job Title:	Technology Project Manager
Department:	Technology
Reports To:	Chief Operating Officer
FLSA Status:	Exempt

Position Summary: The Project Manager oversees the project preparation and on-site activities of AV/LV installation projects. The goal of their role is to provide:

- A Positive Customer Experience
- Proactive project planning
- Issue/Risk mitigation
- Frequent and meaningful communication
- Maintain and/or increase project margins

Why Work at iSpace Environments?

We're an inclusive and dynamic group of Professionals with Personality. Our set of six Core Values keep us on track to help our clients and partners achieve the best in work and learning environments. iSpace Environments is an agile company, born on the philosophy that people will carve their own path and it's our job to support them. Below are the six core values that our team embodies:

1. **EXCELLENCE:** We challenge our ideas so that the result is thoughtful & extraordinary.
2. **INTEGRITY:** Dependability, empathy, and honesty define our relationships both internally and externally
3. **EXPERTISE:** We continue to refine our skills to always be relevant & resourceful
4. **CREATIVITY:** We commit to being imaginative, inventive and authentic in solutions
5. **WORK ETHIC:** We recognize that one choice impacts another in projects & within our environment
6. **FUN:** We value a culture that is positive, fresh and collaborative

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for ensuring all customer solutions are properly prepared
- Collaborates with Field Services manager to identify resource allocation and scheduling needs
- Conduct site visits and audit as needed throughout the project to ensure all issues and challenges are proactively identified
- Approve projects for purchasing
- Provide direction to Field Team for a successful installation
- Monitors installation progress and works with Field Team to identify when Change Orders are needed
- Provides frequent and meaningful communication



- Conducts final installation audits to ensure deliverables are met to iSpace stated standards
- Conducts Project Close-out Process

You're Pretty Great at These Things: To perform the job successfully, an individual should demonstrate the following.

INNOVATION – Develops innovative approaches and ideas. Displays original thinking and creativity. Generates suggestions for improving work. Meets challenges with resourcefulness.

LEADERSHIP – Exhibits confidence in self and others. Inspires respect and trust. Motivates others to perform well. Reacts well under pressure. Shows courage to take action.

PLANNING & ORGANIZATION - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

PROBLEM SOLVING - Develops alternative solutions. Gathers and analyzes information. Skillfully identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

TEAMWORK – Balances team and individual responsibilities. Contributes to building a positive team spirit. Exhibits objectivity and openness to others' views. Gives and welcomes feedback.

QUALITY - Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

You've Got the Creds: (Requirements)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- Minimum of 5 years field experience with Field Project Management in the AV/LV industry, construction or related fields; or equivalent combination of education and experience.

COMPUTER SKILLS:

- Proficient in Microsoft Office including Word, Excel and PowerPoint.
- D-tools proficiency, or the ability to become proficient in D-tools desired.

CERTIFICATIONS:

- CTS Certification a plus.



OTHER SKILLS:

- Strong troubleshooting and decision-making skills
- Ability to conduct a thorough site visit
- Ability to document a high level of detail
- Comprehensive understanding of resource management and scheduling
- Technical knowledge in audio - video industry

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Equal Employment Opportunity Employer

iSpace is an equal opportunity, affirmative action, and veteran-friendly employer. iSpace recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply. We will make reasonable accommodations to all qualified applicants with disabilities.

Benefits:

1. Medical Benefits
2. Dental & vision insurance
3. 401K with a 50% employer match on the first 6%
4. Section 125 plan
5. 15 days of Paid Time Off effective 90 days after employment
6. 8 paid holidays

Please direct inquiries and submit resume at careers@ispaceenvironments.com