

TITLE: Project Manager

JOB DESCRIPTION:

The Project Manager is responsible for identifying and managing installation projects to deliver exceptional results for our clients and generate profits for B.I.G., Inc. The Project Manager should lead by example and personify the B.I.G. culture in all dealings with the clients and personal under their charge.

RESPONSIBILITIES:

- Proactively building and sustaining client relationships
- Strong Communication Skills
- Labor & Material Management
- Creating a project plan and ability to monitor and adapt as needed
- Experience in all facets of project documentation (Estimating, Proposals, Contracts, Change Orders, etc.)
- Understanding invoicing processes, monitoring WIP (Work in Progress), aging reports, etc.
- Problem Solving with a drive for results
- Ability to build peer relationships as well as work independently
- Management of multiple projects at anytime
- Demonstrate a comprehensive knowledge of the status of every project under your control
- Work with on-site technicians to deliver the highest possible quality and customer satisfaction

ADDITIONAL RESPONSIBILITIES:

- Proactively build and sustain relationships with clients
- Proactively communicate with the client team at all times
- Proactively develop relationships with the subcontractors

QUALIFICATIONS:

- 5+ years of Project Management in the field of Cable Infrastructure
- Strong technical, written, and verbal skills
- Proficient in necessary PM software: MS Project, Microsoft Office, AutoCAD, etc. (or equivalents)
- Ability to work in and with a team
- Self-motivated & punctual
- Critical thinking and problem-solving skills
- Skilled at planning and organizing

- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally
- Ability to successfully pass a pre-employment screening process that includes a criminal background check, drug screen, and driving record check
- BICSI RCDD or RTPM certification preferred
- Bachelor's Degree preferred

Send your resume to resume@biggp.com. We are looking forward to hearing from you!