



WE'RE RECRUITING

- PROJECT MANAGER -

JOB DESCRIPTION

We are looking to hire an experienced Project Manager who can help our deliver various exciting projects across London and the South of England. This opportunity will appeal to driven, motivated and organised individuals who are interested in working for a growing business within a dynamic, exciting industry.

POSITION SUMMARY:

Annual Wage:

£30,000 - £40,000 (based on experience)

Job Type:

Full-time

Working Week:

Monday to Friday 8am - 5pm

Office Address:

145b Walton Road, East Molesey KT8 0DU

Working Areas:

Surrey, London and the South East

Provisional Start Date:

01 November 2020

Date Posted:

20 September 2020

MAIN RESPONSIBILITIES:

- 3+ years of project management experience is essential, ideally within the residential AV / smart home industry.
- The ability to manage multiple projects of varying sizes at once
- Project preparation including liaising with high-net-worth clients and leading site meetings with architects, designers and build teams
- Day to day project running ensuring all materials, plans and equipment is available to contractors / engineers when required
- General on-site problem solving and issue aversion
- Sticking to tight project deadlines and timescales
- Looking objectively at projects and recommending cost-saving design / implementation changes where possible
- On-site management, task-assignment and quality checking of Equippd AV engineer's work and processes
- Management using cloud software Asana (experience beneficial)
- Exceptional communication skills including preparation of site reports, meeting minutes and email updates.
- Off-site design work and the ability to interpret AV schematics



REQUIREMENTS AND PROSPECTS

Organisational skills:

- Must be able to plan in advance for project requirements, ensuring that all materials, labour and equipment are ready on-site when needed
- Strong project preparation skills are essential to help our engineers be as efficient as possible
- Good communication with the rest of the team is important

Technical qualities:

- Candidate is expected to have a good understanding of the domestic build process (tender, first-fit, closing up etc.) and low-voltage cabling types (CAT6/A, coaxial, speaker and fiber)
- Ideally have a good understanding of all AV systems such as smart lighting, heating, shading, WiFi, networking, video distribution, multi-room audio, CCTV, alarm integration and door access
- Experience with AV control systems such as Control4, Crestron and Lutron are hugely beneficial but not essential
- We are a small, growing team and this role may from time-to-time involve some hands-on work
- Must have a keen eye for detail, ensuring all work carried out is to an exceptional standard
- Must be a competent driver, the role demands lots of travel (mainly around the South-East UK but potentially abroad) so candidate must be comfortable with this

Personal qualities:

- You should be forward-thinking, always looking to identify and avoid issues before they arise
- You need to be a great communicator, our efficiency depends on everybody talking and working together
- Having confidence in your own knowledge level, and inspire-confidence in our clients and build-partners
- Be approachable, yet commanding to ensure our high-levels of job quality remains consistent.

Essential skills:

- 3+ years' relevant experience
- Eligible to work in the UK
- Full UK driving license required
- Fluent in English

Desirable skills:

- Control4, Lutron Homeworks QS and Crestron experience hugely beneficial but not essential
- The ability to interpret and understand construction / architectural plans
- Experience with Asana or similar cloud-based project management software beneficial
- Knowledge of computer networking and system design
- Experience using Microsoft Office, Google Suite and Adobe in-design, AutoCAD

Future prospects / benefits:

- Use of company vehicles
- Private healthcare / dental scheme
- Company phone and laptop
- Prospective eligibility into Equippd Partner Programme after 3 years
- Ability to progress within a growing, dynamic business

Interested in working for Equippd?

If you think you have the right skill set and would like to apply for the role please email careers@equippd.uk with your CV (.pdf format preferred), together with an accompanying cover letter explaining why you are right for the role.