

## JOB DESCRIPTION:

# Project Manager

### The Role

At Equippd we design and deliver functional, beautiful and sustainable technology systems for some of the most prestigious in the UK. As a project manager, you will be in charge of making sure our projects are delivered successfully, on time and budget whilst ensuring Equippd's strong reputation for quality, care and dedication is upheld across every stage.

- **Office Address** - 145b Walton Road, East Molesey KT8 0DU
- **Times** - Monday to Friday 7.30am - 4.30pm with 1x hour lunch break
- **Job Type** - Full-time
- **Salary** - £35-45k, based on experience

### Key Responsibilities:

- Leading on operational-level project manager duties on multiple Equippd projects
- Planning all works across all project phases, setting deadlines and ensuring these are met
- Ensuring all products, labour and design work are in the right place at the right time
- Working with our Project Director to ensure all products delivered on time
- Liaising directly with site and communicating with stakeholders both in person and via email
- Identifying potential obstacles or scope creeps and communicating with CL
- Keeping a close eye on project costs & profitability via Xero
- Putting together and sending Phase-End updates to clients
- Upholding Equippd standards on site and ensuring good relationships with stakeholders
- Holding team cool-down meeting and tracking actions that come out of the meeting
- Plan, oversee and manage snags, issues on completion (6 months)
- Bringing your industry experience in process to help improve our systems and practices

### Essential Skills (DO NOT APPLY WITHOUT THESE)

- Minimum 5 years experience in the residential AV industry
- Construction / building site experience
- Ability to understand of architectural drawings
- Great organisational and communication skills
- Digitally proficient and can use cloud-based management tools

### Desired Skills (not essential)

- Smart Home Programming Skills (Control4, Lutron, Crestron)
- HVAC / BMS knowledge inc. topology and control
- Window treatment experience (electric blinds + curtains)

### The benefits being part of team Equippd:

- Company laptop and phone
- Company card for expenses
- Use of company vehicle + fuel card
- Cheap technology for your home
- 28 days holiday + Xmas bonus days (1-3) and your birthday off
- Private medical insurance inc. annual cash-back on dental / optical after passing probation
- Eligibility to become an Equippd Partner after three years
- Opportunity to develop, grow and learn new skills via company funded training



**Optional benefits:**

## Project Commission Bonus Scheme

- Potential for a percentage-based bonus scheme dependant on project success

