



Project Manager at AT&C Professional Systems Ltd

Required Start Date – August 2021

Location – London Office, Swiss Cottage, NW6 shared Home Working

Reporting to – Technical Director

Salary – TBC

AT&C Professional Systems Ltd are a leading Audio-Visual Systems Integrator with over 30 years' experience in the industry. We design, supply and install some of the most innovative and sophisticated audio visual, lighting and environmental control solutions for Europe's leading Hotel, Corporate, Restaurant and Retail Operators, and for some of the UK's most desirable Homes.

The Project Manager role will be part of the AT&C team based at the office in Swiss Cottage, working the Sales, Pre-sales, Finance, Logistics and Projects Team. The role is responsible for managing the life cycle of projects from initiation through to completion, liaising with internal and external stakeholders to deliver projects on time, in budget and to company standards.

The Role

- Receiving handovers from Sales and Pre-Sales
- Attending site kick-off meetings
- Co-ordinating with clients and site teams
- Attending site meetings as required
- Undertaking site surveys
- Booking and managing AT&C Design requirements
- Overseeing design co-ordination
- Issuing designs and registers
- Creation of co-ordination documents
- Managing project risks
- Managing variations and reporting requirements to Sales and Pre-sales
- Managing project tracking, internal and external
- Liaising with AT&C procurement to purchase equipment as required
- Ascertaining site readiness and managing delays
- Creation of RAMs and POWs
- Booking of engineering and commissioning and programming resources
- Overseeing engineering and commissioning progress
- Managing installation issues and insuring standards are maintained
- Track budgets, labour and equipment
- Project reporting, internally and externally
- Creation of installation and commissioning documents
- Carry out witness testing, handovers and client training
- Creation of O&M's and sign off documentation
- Carry out end of project reviews and analyse P&L's with the Finance department



Required Skills and Experience

- A proven track record of delivering high end projects
- Ability to run multiple projects simultaneously
- Excellent communication skills, both verbal and written
- Confident in all situations
- Excellent organisational skills and attention to detail
- Proficient in Microsoft 365 and general project Management software
- Qualification in Prince 2 or equivalent

Desirable Skills

- Good technical knowledge with a background in installation
- CTS
- SMSTS or SSSTS