

Summary

The Project Manager (PM) is responsible for planning, directing, coordinating, and assisting with budgeting activities concerned with the overall management of client based telecommunications projects. The PM participates in the conceptual development of the project and oversees its organization, scheduling, and implementation.

Reports to

AE Program Manager

Essential Job Functions

- Consult with customer and team to review project proposals, identify deliverables and determine staff and technical requirements
- Oversee multi-disciplinary team that may include any or all of the following: Site Acquisition Specialists, Land use Specialists, Construction managers, Architectural Drafters, Logistics Coordinators, Power and Telco Coordinators
- Direct and coordinate activities of project personnel to ensure project is on-schedule and within budget
- Accurate daily, weekly, monthly, and quarterly forecasting and reporting to the PTS upper management and/or client, as required
- Maintain positive customer relations
- Oversee multi-disciplinary team and orchestrate their activities, project schedule forecasting, and milestone scheduling. Teams can include from 5- 15 employees.
- Coordinate with PTS accounting staff to assure accurate and timely account payable and account receivable activities
- Assist PTS senior management with proposals for new projects
- Attendance at recurring status meetings with client(s)
- Mentor new staff members
- Other duties as assigned

Requirements

- Bachelor's Degree or equivalent experience
- Five years of project management experience or five years of wireless site development experience
- Valid US drivers license

Knowledge, Skills and Abilities

- Work in schedule driven environment, including working efficiently, multi-tasking, meeting stringent deadlines, and achieving project goals and budget.
- Outstanding organizational skills; must be detail-oriented and possess strong follow-through skills
- Ability to understand technical information
- Public speaking and presentations skills
- Proficiency in all aspects of Microsoft Office Suite
- Ability to travel when necessary

Working Conditions

- Approximately 75% of time spent in office utilizing a computer workstation with 25% of the time working in the field or at client offices
- Lifting requirements not to exceed 20lbs (drawings, code books, filings, etc.).