



2545 W Diversey Ave, Suite 205  
Chicago, IL 60647

Phone: 888-90-DIGITAL  
Email: [info@digitalsystemsav.com](mailto:info@digitalsystemsav.com)

## **Technical Project Manager**

We are currently in search of a Technical Project Manager to join our rapidly growing team. He/she within this position will be coordinating and managing projects as liaison to the Owner, Architects, General Contractors, Lenders, and various other representatives as required. Responsibilities will vary by project but include due diligence, design and construction management, bid evaluation, schedule, and budget monitoring. Some travel will be necessary.

*Digital Systems & Integration* is a Chicago-based Audio-Video & Smart Home technology service business and offers everything our clients need to be in control of their residential or office surroundings with complete intelligent automation. We offer design, build, and consulting services for AV, Lighting, Climate Control, Window Treatments, Home Theater, Surveillance, and Network Systems. In addition to that, we provide superior services for luxury/custom homes, mixed-use buildings, restaurants, apartment complexes, and other commercial businesses.

### **Responsibilities:**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on time, within the scope and budget.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders, and ensuring technical feasibility.
- Ensure resource availability and allocation.
- Develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.
- Measure project performance using appropriate tools and techniques.
- Report and escalate to management as needed.
- Manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project.
- Track project performance, specifically to analyze the successful completion of short and long-term goals.
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Attend conferences and training as required to maintain proficiency.
- Develop spreadsheets, diagrams and process map to document needs.

### **Minimum Requirements:**

- College Degree or equivalent education and/or work experience
- Proven work experience in a project management capacity, including all aspects of process development and execution.
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills.



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**Additional Desired Experience:**

- Working knowledge of Control4, Savant, Crestron or RTI
- A/V Rack Building
- Home Theater Principles
- Understanding of data networks, including WAN/LAN, DHCP, switching/routing, Wi-Fi, topologies, and various protocol standards
- Security and surveillance system installation and programming

**We Offer:**

- Full benefits that include medical, dental, and opportunity for 401k
- Paid Vacation and Personal Days
- Company Provided Vehicle
- Cell Phone Reimbursement
- Commission/Bonus
- Exciting, startup culture

To apply please send resume to: [info@digitalsystemsav.com](mailto:info@digitalsystemsav.com)