

## **Mach Alert Project Manager**

### **Description**

We are seeking a detail-oriented, thorough, and organized project manager to join our growing team. In this position, you will oversee budgets, coordinate vendors and contractors, and manage the project implementation process from statement of work sign-off to customer acceptance. You will also oversee organizing schedules, tracking inventory, arranging travel, and ordering and managing materials. This position requires travel across the entire USA and Canada 50% of the time and is home on weekends.

### **Duties and Responsibilities**

- Compile and plan budgets, cost estimates, and other financial estimates
- Coordinate, plan, and manage schedules for internal technical staff and external subcontractors
- Coordinate project timelines and resources with the needs of customers
- Order and manage materials and equipment
- Oversee and supervise project progress and provide reports on timeline, progress, and adjustments
- Ensure that projects are completed correctly, on time, and within budget
- Field acceptance testing, commissioning, and/or end-user training
- Build solid relationships with team members, vendors, and customers

### **Requirements and Qualifications**

- Ability to travel the entire USA and Canada 50% of year (home weekends)
- Three years' experience as a project manager or in a similar position in technical project implementations
- Associate's or bachelor's degree in engineering a plus
- Ability to multitask, prioritize, and manage time efficiently
- Ability to manage a team of internal and external resources and multiple projects
- Experienced at compiling and following strict budgets
- Excellent verbal and written communication skills
- Accurate and precise attention to detail
- Proficient with Microsoft Office, Microsoft Project and/or other project management software
- Experience with AutoCAD and/or Visio a plus
- Knowledge of TCP/IP networking, basic electronics, low voltage wiring a plus
- Understanding of the construction industry a plus
- Must pass a background check, pre-employment drug screening and will be subject to random screenings

### **Working Environment and Travel**

The primary work location is our office in Tampa, FL. Travel to client locations for project implementations across the USA and Canada are scheduled to be home most weekends. Total travel is expected to be ~50%.

All full-time Mach Alert, Inc. employees must maintain a valid passport or obtain one within six (6) months of their hiring and must be eligible to travel internationally. Must have a valid US state driver's license and pass a pre-employment background check and drug screen

Submit resumes to: [careers@machalert.com](mailto:careers@machalert.com)

Mach Alert, Inc. is an Equal Opportunity Employer