

# Audio Visual Consultant /Project Manager at [TELADATA](http://www.teladata.com) - Manages Audio Visual Infrastructure needs analysis, planning, and implementation for commercial buildings

Location: Fremont, California

[www.teladata.com](http://www.teladata.com)

Are you an experienced AV Professional Consultant/Project Manager who:

- Loves a challenge of working with different companies
- Enjoys learning about cutting edge technologies
- Will contribute to a collaborative working environment
- Wants to be a Client Advocate and drive complex projects to success
- Appreciates a company that encourages a flexible, family friendly setting
- In addition to having knowledge of Audio Visual equipment experience with one or more of the following is desirable: **IT Infrastructure, Data Center Operations, Data Center Monitoring, Telecommunications, Security, Commercial Building construction Project Management**

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If you said yes to the above, please, continue reading...

This is an exciting opportunity for an experienced Audio Visual Engineer/Consultant/ Project Manager with strong technical knowledge in AV who loves the challenge of working with a variety of Fortune 500 companies, marvels at the opportunity to be an expert in the AV field, and is a true team player.

Our Consultant/Project Managers act as Client Advocates and guide the process from gathering and analyzing client's needs to finding and implementing solutions to match expectations while battling time and resources. Through our methodology and expertise of our employees, we often bring better solutions at significant savings (see [www.teladata.com](http://www.teladata.com) for examples).

For over 20 years, **TELADATA** has been offering a flexible, family friendly work environment, encouraging personal and professional growth, and has built an upbeat, creative, and very supportive team. We offer a great combination of being a small company who significantly contributes on projects for much larger companies that have a variety of cutting edge technologies.

## Job Description:

You will be a Client Advocate and technical expert for multiple Audio Visual infrastructure projects and will work closely with clients. As a Client Advocate you will ensure technology objectives are met. In a Project Manager role, you will set goals for your team, be a mentor, and ensure staff training, as well as manage account budgets and internal billing.

TELADATA is an equal opportunity employer

**TELADATA LLC**

*Consultants for Converging Technologies*

[www.teladata.com](http://www.teladata.com)

510-979-1200

January 2011

### **Specific Duties and Responsibilities:**

- Consistently improves knowledge of AV technology
- Review client Audio Visual (AV) requirements and defines scope of work
- Interview client resources including IT and Facilities staff in order to define client objectives and confirm project scopes align with clients objectives
- Identify/define project resources from all parties, i.e., client, **TELADATA** and vendors
- Create preliminary conceptual design and Rough Order of Magnitude Cost Estimates (ROM Budgets)
- Manage project scope of work and project team resources
- Create and manage Request for Proposals for client services
- Create "For Construction" documents
- Coordinate relocation of existing AV equipment (if applicable)
- Manage build out of AV infrastructure design and assist with integration as needed
- Manage RFI's, Change Order process, reconcile vendor contracts and approve client invoices
- Develop close-out documentation

### **Preferred Knowledge and Skills:**

- Experience in the design and construction process participating in client, architect, and contractor meetings
- Degree in Electrical or Mechanical Engineering, Construction Management, or equivalent experience
- Certified Technology Specialist (CTS, CTS-D, CTS-I)
- Programming experience for Extron, Crestron or AMX
- Must have strong communication skills, both verbal and written

### **Required Knowledge and Skills:**

- Multidisciplinary working knowledge in the areas of electricity, electrical distribution, audio visual, video conferencing, paging, floor plan packages, and business structure
- Seasoned 3-5 years experience in Audio Visual systems, Project Management Design and Engineering
- Experience leading and managing client and vendor teams
- Demonstrated skills in requirements gathering, resource organization, task prioritization and scheduling
- Excellent knowledge of AV technology and equipment
- Experienced in Microsoft Office and capable of communicating highly technical information to non-technical individuals
- Proven track record of achieving objectives on schedule and within budget

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**Level of Supervision:**

Reports directly to AV Practice Group Manager. Peer review required on all project plans, budgets, RFP's and final documentation. Team will consult on strategic decisions.

**Travel:**

Regular and frequent travel to local client sites. Out of area travel to client sites currently > 25% (may increase in the future).

If you are interested in this position, or would like to refer a person you know, please, contact us at [careers@teladata.com](mailto:careers@teladata.com).

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