

Project Manager

Location

Austin, TX

Opportunity

Responsible for Project Management functions for all administrative and operational related functions for small to large scale network construction projects for One Source Communications. Manage workload distribution, job due dates, and change controls as well as audit functions related to both works completed and invoicing to ensure both timely and accurate delivery and billing of work by our vendor partners.

Primary responsibilities include:

- Ensuring accurate workload distribution and on-time process and completion by our vendor partners.
- Develop action and remediation plans with Vendors to address any backlogged or past due work or projects to ensure their timely completion.
- Works with internal parties and vendors to validate and correct work request descriptions and details.
- Ensure appropriate stakeholders are aware of and approve changes requested by Vendors.
- Issues regular audit requests and surveys on vendor work to ensure compliance with One Source Communications specifications and local codes.
- Collects and reviews audit forms and performance reporting metrics for vendors at the market to build Vendor Score Card reports.
- Provides scorecard results to management for further analysis and planning.
- Historically track all Vendor performance data at the market, region, and national levels.
- Identify improvement opportunities based on historical trending analysis.
- Review performance analytics, vendor, and Engineering feed to identify potential contract improvements and other areas of opportunities.
- Invoicing Reviews. Verify vendor invoice requests for accuracy based on jobs assigned, completed and job unit pricing and address any inaccuracies with Vendor and Stakeholder parties.
- Ensure approved invoices are paid to vendors in a timely fashion by responsible parties.
- Assists in the building, verification, and distribution of Vendor Score Cards. Identifies areas of improvement to the vendors and works with them to develop action plans for improvements and resolution.
- Ensures vendors are meeting all needs/requirements of contracts with One Source Communications through regular calls and communications.
- Acts as intermediary between Engineering teams and Vendor partners.
- Will be required to work day, evening, night, and weekend shifts as well as overtime and holidays as required.
- On Work Call may be required.

You'll need to have:

- Bachelor's degree in related field (project management, telecommunications, electronics e.g.) or four or more years of work experience.
- Four or more years of relevant work experience.
- Willingness to travel.
- Valid driver's license.
- Desktop computer skills. Knowledge of telecommunication equipment, processes and systems as well as department policies and procedures.
- Comprehensive knowledge of MS Office or similar software to build and maintain spreadsheets, presentations, and other required documents.
- Ability to perform complex administrative and analytical duties as needed.