



SMART SPACES

Project Manager (TSP Smart Spaces)

Tech Superpowers LLC d/b/a TSP Smart Spaces

Boston, MA

Job Type: Full-Time

Compensation

\$90,000 or more annually, with a discretionary bonus of up to 15% of the base salary based on the company achieving specific performance metrics.

Our Mission

Life elevated through expertly tailored technology.

We aim to be a nationally recognized technology provider, achieving excellence in implementing technology that 'works like magic' in complex business and home environments.

Core Values

Client Focus: Viewing every interaction through the eyes of the client.

Measure Twice, Cut Once: Implementing top-to-bottom quality management.

An Eye on the Horizon: Continuous research and innovation.

Teamwork and Trust: Empowering staff for smart, timely decisions.

The Joy of Technology: Believing in technology's power to enrich life.

Integrity and Hard Work: Upholding strong work ethic and integrity.

Social and Environmental Responsibility: Commitment to community and sustainability.

Job Description

Reporting to the Director of Operations, TSP Smart Spaces, the Project Manager will manage and oversee multiple Smart Spaces residential and commercial integration projects from start to finish. This role is pivotal in ensuring successful installations by facilitating design and technical discussions, closely monitoring the progress of construction partners, effectively communicating schedule needs, and identifying potential risks that could impact the project budget or timeline. The ideal candidate will be characterized by a strong professional presence, a solution-oriented mindset, and composed demeanor when interacting with clients, industry partners, and coworkers while effectively managing multiple projects simultaneously.

Key Responsibilities

Client and Relationship Management

- Act as the primary liaison to Clients and Client-designated Points of Contact.
- Cultivate and maintain good working relationships with industry partners, including Developers, General Contractors, Architects, Designers, and Subcontractors.
- Maintain consistent and transparent communication with clients and construction partners, providing regular updates on project status and budget.
- Provide on-site management support to field technicians and construction partners when necessary.
- Engage as a leading team member, facilitator, or key contributor in various project, prospect, and internal meetings.

Project Management

- Manage and oversee multiple residential and commercial integration projects from start to finish.
- Partner with the business development team to create proposals, and accurately determine labor requirements.
- Oversee contract negotiations, revisions, and additions for assigned projects.
- Collaborate with construction partners and Smart Spaces team members to ensure accurate project plans and specifications.

- Develop a detailed description of installation scope and materials necessary to complete projects, including creating responsibility schedules and specific subcontractor requirements.
- Anticipate and communicate scheduling needs/requests based on overall construction timelines and on-site progress.
- Conduct regular site visits to assess project progress and troubleshoot any issues that arise.
- Deliver comprehensive internal reports detailing the overall status of all assigned projects.

Qualifications

- 5+ years of experience in project management within the residential or commercial construction industry.
- Familiarity with using project management software and G Suite.
- Strong leadership and communication skills.
- Proven ability to manage multiple projects simultaneously and prioritize tasks effectively.

TSP Smart Spaces is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, sex, gender identity or expression, age, religion, national origin, ancestry, ethnicity, disability, veteran status, genetic information, sexual orientation, marital status, or any characteristic protected under applicable law. TSP Smart Spaces will make reasonable accommodations for qualified individuals with known disabilities under applicable law.