

SwitchWorx, Bermuda's Premier Information & Communications Technology (ICT) & Integrated Security Solutions Specialist, is seeking the following:



SWITCHWORX

PROJECT MANAGER

We are seeking a dynamic individual to fill the post of Project Manager and therefore; the candidate must have a logical aptitude, creative talent and outstanding professionalism to perform and execute all aspects of the Project Manager's diverse mandate. More importantly, the individual must also possess a keen sense of Customer Service while building strong working relationships with our valued clients. Persons who are exceptionally organized, self-driven and hold high regard for a strong work ethic will be well suited for this position.

Responsibilities:

- Primarily responsible for the overall management of the Service Division; including but not limited to Client Relations & Resource Management by establishing departmental goals & meeting targets.
- Responding to RFP/ RFQs by performing site inspections, preparing tender documents and subsequently, managing the full-cycle of new projects including but not limited to procuring, project management, installation, complete documentation and final handoff.
- Perform field service activities involving the installation, maintenance and repair of various ICT infrastructures and related components.
- Engage in sales opportunities by building an effective sales strategy based on the Company's objectives; strengthen relationships with existing clients and develop new client base through direct contact.
- Increase client acquisition and promoting SwitchWorx as a competitive & innovative company.
- Assist with classroom along with OJT training, demonstrate leadership by founding a positive working environment and mentoring employees for career advancement.
- Will be required to work extended hours, weekends or whatever means necessary to comply with project timelines and support emergency situations.

Qualifications/ Requirements:

- BICSI Technician ®(TECH™) Certification or equivalent; with proven experience in Project Management, Design, Installation & Troubleshooting of complex ICT Infrastructures.
- 8-years' experience within the industry; 5 of which within a management role holding assertive estimating & sales experience.
- Experience working with local & AIA contracts as well as all associated documentation.
- Must be proficient in Microsoft Office & bidding software to prepare professional documentation. AutoCAD/ VISIO would be a strong asset.
- Hold OSH certifications as well as being cognizant of industry safe work practices and the Bermuda OSH Act.
- Strong interpersonal skills with the ability to communicate effectively with clients, management and staff as well as being an efficient team leader.
- Must be highly organized and able to work on several projects simultaneously; inclusive of large campus environments.
- Be able to pass a rigorous criminal background check & substance abuse test.

Submit your resume to
the HR Manager:

SwitchWorx Ltd.
P.O. Box HM 963
Hamilton, HMDX
Bermuda

OR

hr@switchworx.com
(441) 296-4070

Closing Date:

February 14, 2022

SwitchWorx is a
'Drug Free'
workplace -
employment is
subject to
successfully
passing a drug
screening.

We are an Equal
Opportunity
Employer and
committed to
training and
development of our
employees.