

# MEDIA VISION USA

## The Conference Company®

Diplomacy Technology™ | Conferencing | Electronic Voting | Language Interpretation

### JOB DESCRIPTION

**TITLE:** Project Manager

**PAY RANGE:** TBD

**GROUP:** Sales/Support

**EXEMPTION STATUS:** Exempt

**REPORTS TO:** CEO

**LOCATION:** New York City, Metro

***This job description reflects the general level and nature of the job. It is not intended to be all inclusive.***

#### **JOB SUMMARY:**

Media Vision USA is seeking a self-motivated Project Manager who can work with existing clients on large projects coordinating with various internal and external departments. In addition to working on existing projects, the Project Manager will find and create new opportunities through phone and marketing activities with sales team and drive revenue through prospecting clients.

#### **PRIMARY DUTIES/RESPONSIBILITIES:**

##### **Project Management – 40%**

- Direct contact with client
- Represent Media Vision USA in any and all project meetings
- Provide technical documentation as requested
- Maintain milestones, deadlines and checklists for properly submitting forms and orders
- Coordinate with Shipping department for tracking information and other logistics

##### **Business Development – 40%**

- Seek leads and opportunities and develop business relationships
- Qualify potential clients
- Organize and attend trade shows and marketing activities
- Contact potential accounts via phone and email
- Create database of contact and opportunities using Salesforce
- Follow up on potential opportunities

##### **Proposals – 20%**

- Compose technical and commercial proposals
- Coordinate with partners on bidding process
- Manage team in assigning tasks for proposal completion

#### **SECONDARY DUTIES/RESPONSIBILITIES:**

- Participates as needed in special projects.
- Other duties as assigned.

#### **KNOWLEDGE/EXPERIENCE/EDUCATION REQUIRED:**

- Work requires consistent attention to detail in materials, establishing priorities and meeting deadlines.
- Possession of a BS/BA Degree or equivalent work experience.
- Experience with large projects of \$1,000,000 or more
- Excellent verbal, interpersonal and written communication skills.
- Must be proactive, self-directing and project oriented.

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- 4+ years in Audiovisual Sales with experience in simultaneous interpretation
- Skills: MS Office: Outlook, Word, Excel, Power Point; AutoCAD; excellent spelling and grammar; exceptional organization; and able to multi-task.
- Personality: Upbeat, energetic, takes initiative, dependable, takes pride in work
- Professional Appearance
- Must be able to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Ability to manage personnel- particularly outside sales personnel
- Good planning, organizational skills and a drive for neatness.
- Ability to maintain flexible attitude and approach towards assignments and successfully operate under ambiguous guidelines in a changing environment.
- Must have valid driver's license, a car and car insurance.

### **KNOWLEDGE/EXPERIENCE/EDUCATION PREFERRED:**

- Prefer Bachelor's degree or greater.
- Experience in simultaneous interpretation and conferencing.
- Coordination experience between multiple trades/unions (electric, furniture, IT, etc)
- Experience using Salesforce.com
- Mandarin Language is a big plus

**TRAVEL:** Local and out-of-state traveling is mandatory for this position. Travel is estimated at 40%.

**CONTACTS:** Heavy internal and moderate external contact.

**PHYSICAL REQUIREMENTS:** The physical requirements listed are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to sit, bend, and reach with hands and arms.
- Able to lift approximately 50-75 lbs.
- Able to climb stairs
- Able to work overtime occasionally at last minute
- Able to drive a car

**HOW TO APPLY:** If you meet the above requirements, please email your resume and cover letter to [Alissa@mediavisionusa.com](mailto:Alissa@mediavisionusa.com). Include "Project Manager" in the subject line. No phone calls please.