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## CAREER OPPORTUNITY

### Project Manager

#### About Us:

MetaLINK Technologies has been serving our customers since 1996 providing High-Speed Broadband Internet, Fiber Transport, Co-location, Web Hosting, and Hosted Phone Services and systems.

Locally owned and operated, our goal as your service provider is to offer you and your business fast, reliable Internet access and professional world-class technical support to keep your connection running smoothly.

We are proud of the quality services that we provide to your businesses and households. We are active community members reaching out and continuing to help build on the strength of our hometowns.

Serving Northwest Ohio, Northeast Indiana, and Southern Michigan, our footprint of services is growing along with the professional services we provide.

#### Benefits

- Major Medical – Dental – Vision
- HSA – monthly company contribution
- Life Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Workers Compensation
- 401(k) with Company Match
- Holiday Pay
- Paid Time Off
- Bereavement Leave
- Educational Reimbursement

#### Perks

- Costco, Sam's Club or Zoo Membership
- Gym Membership
- Wellness Program
- Free Internet with Managed Wi-Fi
- Discounted SFN Streaming TV Service
- Holiday Party
- Holiday Turkey and Ham
- Flexibility to Donate PTO Time
- Employee Bonus Plan
- Christmas Club Savings Plan
- Voluntary Life Insurance

Job Type: Full-time

Starting Pay Range: Negotiable based on experience.

***Committed to deploying Innovative Broadband Technologies in our local Communities.***

## **Project Manager Job Description**

### **Job Responsibilities:**

- Executing detailed project plans and forecasting realistic budgets in addition to anticipating, identifying, and resolving issues that arise while monitoring costs, efficiencies, and timelines.
- Creating long- and short-term project plans, including setting targets for milestones and adhering to deadlines
- Ensure all project plans and goals are documented according to company requirements.
- Coordinating with management, leads, supervisors, and contractors to ensure tasks on projects are delegated to employees best positioned to complete them.
- Serve as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy.
- Performing quality control checks on the project throughout development to maintain expected standards.
- Adjusting schedules and targets on the project as needed.
- Other duties as assigned by Management.

### **Knowledge and Skill Requirements**

- Ability to communicate effectively to convey information clearly and concisely to all members of the project team, as well as being able to listen attentively and understand instructions.
- Proficient in their ability to organize and keep track of deadlines, tasks, and resources.
- Ability to delegate effectively.
- Proven leadership skills to assist in guiding the team and projects.
- Formidable interpersonal skills to communicate, interact, and work with other people.
- Decisiveness to make decisions quickly and confidently.
- Problem-solving ability to identify problems, brainstorm and analyze answers, and implement the best solutions.
- Time Management skills to maximize efficiency and productivity.
- Stress Management skills to improve everyday functioning, health, happiness, and balance.

### **Education and Experience:**

- Bachelor's degree in business or management, preferred and/or a Project Management Professional certification from PMI (Project Management Institute) or equivalent.
- Minimum 4 years experience in the Telcom/ISP industry with successful operations and project leadership
- Intermediate knowledge of Microsoft Project or equivalent
- Excellent interpersonal communication skills and establishing professional rapport.
- Good negotiating skills and problem-solving skills

The above statements are intended to describe the general level of work being performed. They are not to be construed as an exhaustive list of all responsibilities and skills required of personnel so classified.