

## **Technical Project Manager**

### **Position Responsibilities:**

- Collaborate with project leads & Operations Manager to create, maintain, & manage schedules & plans
- Act as liaison with Customers coordinating deliveries & project status
- Manage content & deliveries of external documents for projects, in some instances being author of external documents
- Manage revision control of deliveries & documents
- Coordinate planning for office renovations & oversee & manage progress through to completion, working with vendors, land-lord & construction crews etc.
- Assist in preparation of RFI's, Quotes, Submittals
- Travel to other G3 or Customer Sites as necessary

### **Skills & Knowledge:**

To be considered for this position, you must minimally meet the knowledge, skills, & abilities listed below:

- Positive Attitude
- Strong aptitude to listen & understand all moving parts in process or project & create a plan of attack
- Strong ability to understand dependencies & assess risks, come up with suggestions to mitigate them
- Excellent Communications & Interpersonal Skills
- Committed Work Ethic
- Ability to Work Independently
- Ability to Multi-task
- Excellent Organizational Skills
- Excellent Writing Skills
- Highly proficient in MS Office: Word, Visio, & PowerPoint
- Expert with Microsoft Project
- Prior experience or exposure to product development of wireless equipment

### **Additional Desired Skills:**

- Production of Wireless Technology Experience
- Microsoft Project Certification
- Organizational Growth Experience
- Internal Procedures Experience
- Experience Managing Commercial Renovations

### **Minimum Education & Experience:**

- BS/BE in an Engineering Discipline (Electrical Engineering preferred)
- Master's degree a plus
- 7+ years of experience or an equivalent combination of skills, education & experience.



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Send resumes to: [nj.recruiting@g3ti.net](mailto:nj.recruiting@g3ti.net)

### **About G3 Technologies, Inc.**

**G3 Technologies, Inc.** is a dynamic company providing state-of-the-art wireless technology solutions, specializing in software development, cellular technology, wireless protocols, signal processing and systems integration. We are a nimble, non-bureaucratic company characterized by technological innovation, extraordinary effort, and dedication to our customers, employees, and suppliers.

The atmosphere is fast-paced and agile, shifting rapidly to meet the pressing needs of our customers. Team mentality, excellent work ethic, initiative, innovation, and an entrepreneurial spirit are key factors to your success here.

G3 Technologies Inc offers generous benefits, including:

- Generous and Flexible Vacation/Paid Time Off plan
- Company- paid Medical and Prescription benefits
- Company-paid Dental benefits
- Company-paid Vision benefits
- Flexible Spending health account (FSA)
- Tuition Assistance
- 401k matching
- Life Insurance
- Long-term Disability
- Employee Assistance Program (EAP)
- Additional voluntary benefits are available

We have several exciting new opportunities available at our suburban New Providence, NJ location.

We are located in New Providence, NJ (30 miles west of NYC), and within walking distance of NJ Transit's Murray Hill Train Station.

If you are interested, send your resume to [nj.recruiting@g3ti.net](mailto:nj.recruiting@g3ti.net).