



job postings

PROJECT MANAGER - TECHNOLOGY

Saxton Bradley, Inc. is a specialty distributor of quality educational furnishings and equipment. We are currently seeking a fulltime, Project Manager with experience with Technology projects. This position requires office and jobsite flexibility.

For company information check out our website at www.saxtonbradley.com

Job Requirements / Qualifications:

- Project Management or similar experience preferred
- Audio/Video experience preferred
- Strong attention to detail and accuracy
- Ability to develop long term working relations with customers
- Ability to work with sales staff, customers and multiple vendors to coordinate projects
- Experience with budget sheets, purchase orders and scheduling of installation
- Work with installers to ensure timely installation
- Coordinate with accounting for accurate monthly invoicing of projects.
- Efficiency and time management skills a must
- Proficient use of computers including e-mail, and Microsoft Office Suite
- Ability to meet critical deadlines
- Strong written and oral communication skills
- Able to prioritize
- Able to work in a fast pace environment
- Drug test and background check required

The Project Manager must be able to plan organize, collaborate, communicate and delegate as required with all parties to successfully meet deadlines. Must be able to build internal and external relationships.

801 SW 16TH Street, Suite 200 • Renton, Washington 98057
(206) 762-7688 • (800) 643-3512 • Fax: (425) 282-1944



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ELECTRICIAN – 06/Low Voltage

Installation of signaling and power limited circuits and related equipment. Specialty is limited to low-voltage circuits, includes the installation of interactive whiteboards, ceiling mount projects, telecommunications, fire protection signaling systems, intrusion alarms, energy management and control systems, industrial and automation control systems, lighting control systems, commercial and residential amplified sound, public address systems, and such similar low-energy circuits and equipment in all occupancies and locations, radios, television and recording systems and devices.

Requirements:

- 06 License
- Valid Washington State Driver's License
- Accuracy and Integrity
- Ability to prioritize
- Team Player
- Dependable and On-Time
- Good Communication Skills

Email resume and letter of interest to: hr@saxtonbradley.com

Salary DOE; full benefits