

## **Company Description**

GLV-Systems provides low-voltage cabling services in the New York City area. Providing structured cabling infrastructures such as data center build-outs, data and telephone cabling, fiber-optics, security and audio visual solutions and more.

## **Job Description**

Assist in project management. Duties will include but not limited to, documenting cable records, creating as-built floorplans, printing cable labels, compiling test result information, scoping out new jobs, manage job progress, and on-the-job technician supervision.

## **Preferred Education/Experience**

1. 2+ Years of relevant experience
2. Bachelor's Degree in an engineering or computer science related field
3. Willingness to complete certification trainings
4. OSHA Certified (can be completed after being hired)

## **Preferred Skills**

1. Overall knowledge in the Microsoft Office Suite
2. Highly proficient in Excel formulas
3. Basic Auto-CAD knowledge
4. Good verbal and written communication

## **Characteristics**

1. Fast paced and organized
2. Ability to adapt and manage change quickly
3. Logical thinker/problem solver
4. Drive to take charge of the task at hand

## **Physical Requirements**

1. Comfortable on a 6-8' Ladder
2. Must be able to lift and carry up to 50lbs
3. Must have a valid Drivers License
4. Must be able to commute to all NYC Boroughs, Long Island, Westchester, and Eastern NJ