

Job Specification

Job Title: Level PCS- Premise Technical and Project Manager
Division: Rothschild & Co.
Location: New York, NY

Rothschild & Co

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 2,800 talented financial services specialists on the ground in 40 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Overview of Role

The PCS Premise Technical Manager has responsibility for the day-to-day management of all PCS (Property Corporate Services)-related systems, operations and procedures including telephony, A/V & VC, Security, HVAC, BMS. Responsibilities also include project management of PCS related project. Additional responsibilities include the Cable Plant and BCP related to the facility. The position is responsible for comprehensive and efficient coverage for the New York and North American Branch Offices. The job requires after hours and weekend emergency calls when necessary.

Key Responsibilities

Security & Health/Welfare

- Management and Administration of Security and CTV systems in NYC and branch offices
- Supervises PCS analyst in day to day administration and maintenance of the system and provide back up as necessary
- Maintains relationship with building security team and local NYCP Precinct as well as Global head of Security Escalate where appropriate; Maintains list of problematic individuals and coordinates notifications and updates to branch offices and London
- Works with Director of PCS to develop health and safety measures for North America offices and coordinates with London
- Works with Director of PCS as required in security matters that require escalation to government security contacts
- Assists with developing and maintaining security programs, e.g. bug sweeps, active shooter training, etc. for North American offices



Telephony Services

- Management and administration of Mitel systems in NYC and branch offices
- Supervises PCS analyst in day to day administration and maintenance of the system and provide back up as necessary
- Liaises with IT Network Management for implementation, upgrades, new products and maintenance
- Manages third party vendors associated with Telephony

Audio Visual and Video Conferencing

- Management and administration of Audio Visual and Video Conferencing systems
- Supervise PCS analyst as well as reception in day to day administration and maintenance of the systems
- Liaises with IT Network Management for implementation, upgrades, new products and maintenance
- Manages third party vendors associated with AV/VC HBC and Blue Jeans and RGTS
- Provides training for internal staff on proper use of equipment

Project Management

- As required project manages office moves, new buildouts and system upgrades

Business Continuity Planning Services

- Manages Alerting system for North America and coordinates with global group in regard to system updates and implementation
- Takes the lead on all New York and Branch Office PCS responsibilities related to BCP
- Manages testing and implementations at the BCP SunGard site and coordinates regular BCP testing with business organizations

Other PCS Systems

- Responsible for the management and the administration of the Facility tickets/email requests
- Responsible for the management and administration of the "Phone Book Chargeback" System
- Responsible for cable plant management and IT rooms
- Provides technical support as required to staff
- Responsible for ensuring that group documentation is up-to-date; reviewed periodically and follows established best practices
- Responsible for coordinating and ensuring that PCS system and operational documents are maintained and updated regularly, as well as providing new documentation as necessary

Education and Qualifications

- Bachelor's degree



Experience, Skills and Competencies Required

- Prior relevant experience in corporate environment
- Strong Technical skills with experience in IP Telephony, Audio Visual, Security Systems and BMS Systems
- Strong computer aptitude with knowledge of Microsoft Office - Word, Excel, PowerPoint - and ability to learn new technology as needed
- Ability to Project Manage and utilize Microsoft Project
- Good understanding of Networks and ability to troubleshoot
- Ability to make minor repairs
- Experience in vendor management
- Strong service-orientation and organizational skills

Rothschild North America is an equal opportunity and affirmative action employer (M/F/Disability/Vet).