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# Example of AV Technician Job Description

Our growing company is looking to fill the role of AV technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for AV technician

* Communicate immediately with the Sales coordinator Supervisor, Hospitality Manager/Assistant Manager, if any changes occur
* Communicate immediately with the Sales coordinator Supervisor, Hospitality Manager/Assistant Manager, if any issues appear with in the booking system as soon as possible
* Book any other services required for the functions set up, equipment, maintenance
* Compile and distribute all required reports as and when required
* To answer all phone call’s whether at your desk or another desk in a professional manor within 3 rings or as soon possible
* To answer all incoming e-mail request’s within two hours of receiving the request or as soon as possible
* No last minute bookings to be taken unless agreed with the relevant HOD’s
* To adhere to all office and company standard rules at all times
* To perform show rounds of the conference centre when necessary in a professional manner
* To maintain a comprehensive and accurate working record of room bookings

## Qualifications for AV technician

* Experience in organizing, planning, executing complex and highly visible projects
* Experience in identifying opportunities for improvements involving optimization, system design, or development of new processes/policies
* Experience understanding complex business needs and processes
* Experience working with multiple technologies and a demonstrated ability to work with business users at all levels of the organization
* Demonstrated ability to maintain clear communication channels with various stakeholders
* Strong communication and influencing skills – oral, written, listening, presentations