

## Summary

Conduce are looking for highly motivated and knowledgeable Project Managers to join our team based in Edinburgh, UK. Whilst the role is primarily focused on managing projects implementing and supporting eTechLog8, we are a small team and so there are also many opportunities to get involved in other areas such as sales and marketing, and to lead on innovative projects in areas of interest using cutting edge technologies. There are many opportunities for travel and working with experts across the industry, from international civil aviation authorities to every part of our customer airlines' business operations. This role will suit an experienced and creative individual with Aviation industry experience, who is seeking a varied and challenging next role. **Application Deadline: Sunday 18 September 2022.**

## About Conduce

Conduce make eTechLog8, a complete electronic replacement for the Paper Technical Logbook used by airline pilots and engineers every day, for every flight all over the world. Our software digitises the daily operations of aircraft that range from small helicopters to jumbo jets. We are a small, highly skilled, Edinburgh-based team with global reach and a mission to bring airline systems into the 21st century, leading to a safer and more sustainable future.

Conduce are the leader in the ETL market with 18 customers, around 600 aircraft tails contracted. Our solution is the most approved ETL product by aviation authorities around the world.

## Practical Details

- **Location:** Edinburgh, United Kingdom. Conduce provide relocation packages and UK Visa sponsorship, please indicate if you will need to relocate or apply for a UK visa on your application.
- **Salary:** Commensurate with experience.
- **Hours:** minimum 40 hours per week. Office hours are 8.30-17.30 Monday to Friday. However, due to the nature of the Project Manager role some out-of-hours work is required due to work with customers in different time zones and support.
- **Benefits:**
  - ✓ Competitive salary which is regularly reviewed.
  - ✓ 26 days annual leave plus Scottish Public Holidays.
  - ✓ Extensive travel opportunities.
  - ✓ Flexible work environment.
  - ✓ Learning & development opportunities.
  - ✓ Teambuilding events.
  - ✓ Relocation package.
  - ✓ Visa sponsorship.

## **Responsibilities**

1. Serve as a primary point of contact for multiple Conduce customers.
2. Manage eTechLog8 projects including solution implementations, maintenance, integrations, and upgrades.
3. Identify and understand customer paper-based processes and procedures and assist in adapting these to digital solutions as required.
4. Solve problems as they arise to ensure projects are completed on time and in budget.
5. Draft documentation (feature specifications, procedures, training materials and manuals, version release notes) independently and in conjunction with other team members and customers.
6. Manage software development requests based on customer feedback and priorities.
7. Record and reconcile project billing hours accurately.
8. Test the Conduce software versions.
9. Train end users on the various Conduce systems as necessary across all customer locations and teams.
10. Manage and respond to support cases as required.
11. Attend weekly project management meetings and provide updates on ongoing projects, discuss internal priorities and plan effectively for the future.
12. Occasionally assist with sales tasks such as demonstrations or trade shows.

## **Qualifications and Skills**

Required:

- Education: University degree or equivalent, or 3 years of relevant Project Management experience.
- Aviation experience or a proven interest in the industry.
- C1 IELTS language level or proven strong fluency in written and spoken English.
- Great communication skills.
- Excel at building and maintaining positive and productive interpersonal relationships.
- Proficiency with Microsoft tools (Word, Excel, PowerPoint, Outlook, Teams etc. Visio is desirable).
- Honesty and integrity.
- Proven strength in multitasking, you will be managing multiple priorities and customers.
- Excellent time management skills.
- A team player but able to work independently.
- Strong attention to detail.
- Empathy and appreciation of cultural differences; we work closely with partners worldwide so respecting the customer's context is essential!

Desirable:

- Experience or working under a Regulatory framework.
- Second languages at any level.
- Experience implementing IT Software projects.



## Conduce - Project Manager Job Opportunity

### Application

To apply for this position please send a cover letter explaining why you think you would be a good candidate (no longer than 500 words), and a CV to [apply@conduce.net](mailto:apply@conduce.net). The deadline for applications is Sunday 18 September 2022.

Interviews will be scheduled on a case-by-case basis and will be conducted over video call where required.