

## Project Manager

Project Manager required for leading software company based in Leamington Spa, UK. For over 38 years, AEB have specialised in supplying leading edge software solutions in the areas of global trade, logistics and supply chain management. We are looking for an experienced and enthusiastic Project Manager to enhance our successful, and highly skilled, project team. AEB offers a comprehensive training package and ongoing professional development support. We take time to invest in our employees and value their ideas. In return for loyal service, we reward our employees appropriately. The Project Manager will report directly to the Senior Project Manager. Candidates must be prepared to travel to Germany to undertake initial training for a period of up to 3 weeks (if required). Previous candidates need not apply.

### Responsibilities

- Project management
- Coordination of project tasks
- Implementation of customer systems
- Analysis of customers' business requirements
- Applications support
- Deputising for colleagues

### Goals/Main tasks

The employee is responsible for the proper processing of the projects assigned to him/her in the fields of logistics, supply chain management and international trade:

- Conformity with project-specific requirements
- Compliance with deadlines
- Compliance with budget
- Support for assigned customers and hotline support for all customers
- Employing best practice project management methodologies

### We are looking for someone ...

- able to communicate with people at all levels
- dynamic and motivated with an eye for detail and quality
- thoughtful and a reliable team player
- innovative and able to provide positive input and fresh ideas
- of smart appearance and of good character
- with the ability to work on own initiative and meet tight deadlines
- with the ability to work independently and as part of a team
- with the ability to travel at short notice (if required)

### What we expect and what we offer ...

#### Education and Experience

- 2-5 years experience in a project management or equivalent role (required)
- Good grounding in IT and software systems (required)
- To be highly computer literate (required)
- Project Management qualification (APMP or PMP preferred)
- Knowledge of any of the following areas of industry: Customs/International Trade, Logistics and Supply Chain Management (preferred)

#### Remuneration Package

- Attractive salary available to the right candidate – to be agreed (dependant upon experience)
- Hours: 40 hours per week (main office hours 9am – 5pm)
- 6 weeks holiday per year (pro rata)
- Flexi-time\*
- Annual bonus structure\*
- Pension\*

\*conditions apply.

### Detailed Tasks

Task	Task Detail
Audit, analysis and assessment of customers' business and system requirements	<ul style="list-style-type: none"> <li>• Preparing reports (e.g. Audit &amp; analysis report, project or design specification, change request), and presentation of findings, as required</li> <li>• Estimation of costs and identification of application configuration and customisations</li> </ul>
Customer consultancy	<ul style="list-style-type: none"> <li>• Focusing on process organisation and organisational concepts under consideration of the products and services offered by AEB, and partners</li> </ul>
Assumption of project responsibility throughout the entire project lifecycle	<ul style="list-style-type: none"> <li>• Arranging, chairing and attending both internal and external project meetings (e.g. project kick-off, milestone reviews, stakeholder updates)</li> <li>• Producing project documentation (e.g. project plans, risk and issue logs, status reports, stakeholder analysis, RACI matrix, cutover plans, go live schedules)</li> <li>• Coordination of project resources (e.g. project specialists and programmers) and tasks, including resource planning</li> <li>• Communication with project team members</li> <li>• Regular reporting to Senior Project Manager</li> </ul>
Responsibility for delivery of the customers' solutions	<ul style="list-style-type: none"> <li>• Configuration of applications via available settings, in line with customer requirements</li> <li>• Installation of systems onto customers' servers</li> <li>• Writing test scripts and performing/co-ordinating testing</li> <li>• Compiling working instructions and training guides</li> <li>• Communication and coordination with customers and third parties</li> <li>• Introductory support for customers</li> <li>• Managing and controlling results with regard to quality and deadlines, i.e. guaranteeing the installation of completed systems on time and to the agreed specification</li> <li>• Compliance with AEB standards, rules and guidelines</li> </ul>
Writing and revising documentation for internal and customer use	<ul style="list-style-type: none"> <li>• Communicating system application descriptions and product information</li> <li>• Preparing system environment or network diagrams</li> </ul>
Evaluation of legal regulations	<ul style="list-style-type: none"> <li>• And passing the information on to the parties concerned</li> </ul>
Communication with Sales, Support and Account Management colleagues	<ul style="list-style-type: none"> <li>• To ensure smooth handover of the customer between teams</li> </ul>
Assistance in the development and maintenance of the standard software application	<ul style="list-style-type: none"> <li>• Analysis and design of new modules or products, and existing modules and products</li> <li>• Implementation</li> <li>• Testing and documentation</li> <li>• Supporting pilot projects and rollouts</li> </ul>
Continuous support for customers	
Prepare and deliver customer training	
Support of colleagues in all teams	

### Interested? Contact us

To apply please email your current CV, together with a covering letter, to [info.uk@aeb.com](mailto:info.uk@aeb.com)

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