Project Manager

Job Description

Job Title: Lead Data Engineer
Reports to: Founder
Salary: £35,000
Hours per week: 35
Location: Middlewich CW10 and working Remotely 1 day per week

Job Purpose
We are looking for a Project Manager to join our team to help manage projects with our customers that will involve developing database solutions, integrating software for our customer's wide range of use cases and provide technical support to our team of engineers.

Responsibilities and Main Duties
-   Oversee the entire delivery of projects with our Customers.
-   Developing databases for Customers in the Ninox platform.
-   Connecting software for Customers using the Make (formally Integromat) platform.
-   Communicating with Customers via video, writing and calls to provide updates on the work you and the team complete.
-   Provide technical support to our team of Data Engineers.
-   Documenting all development work completed in our dedicated ERP for others to read and easily understand.
-   Completing your work in the set timescales.
-   Investigate and build more complex solutions as and when the need arises.

Person Specification

Skills and Knowledge
-   Clear knowledge of database development, including the importance of table relations, basic functions and the importance of the user interface. Experience of building in Ninox is desired, but training will be provided.
-   An understanding of application programme interfaces (API) and how these can be used to connect software together. Experience with Integromat/Make is desired but training will be provided.
-   Be familiar with Mac OS and Microsoft Office 365.
-   Great communication with Customers via all mediums including telephone, email and video. Our Customers are based all over the world.
-   Be able to provide excellent Customer Service.
-   Have great Time Management skills and Organisation in order to work towards deadlines and deliver projects in set time periods.
-   Demonstrate good initiative and be able to work as part of a team and also on your own.
-   Be able to work with a team of people and provide advice and support to fellow team members, in order to deliver solutions for Customers on time to the desired standard.
-   Continuously demonstrate excellent attention to detail in all aspects of your work.
-   Experience in developing ecommerce websites (Shopify) would be beneficial but not essential. Likewise, experience in developing in Tableau would be desirable, but not essential.
-   A wide Music taste; as we love music!
-   Take interest in trying to live and work more sustainably to benefit our planet. We care about our impact on our planet, and so we want our team to care as well!

Good To Know

Role and Position
- This role will involve remote working 1 day per week. During the training period, you will be on site at our offices (postcode CW10), and then eventually work remotely 1 day per week. There is onsite parking available and nearby bus routes.
- You may need to attend our customer's offices for larger projects from time to time, to provide on site support. So you will need to be able to travel by car to do this.
- There is a 6 Month Probation period for this role.

Investing In Our Team
- We want to look after our team at Arctec, and so you will also get all the benefits of our PerkBox!
  - This not only includes helpful financial benefits like discounts at popular stores, but also includes physical and mental health care as well!
  - Plus, everyone gets a birthday box!
- Everyone also get's their birthday off as an extra day holiday each year!