

## Technical Publications Project Leader

**Location:** Letchworth, Hertfordshire  
**Salary:** Attractive packages  
**Hours:** 37 hours per week, with possible overtime  
**Contract:** Permanent

DCS Sonovision consists of passionate, dynamic and quality driven people who come from a wide range of backgrounds including the Aviation, Rail, IT, Financial and Defence industries. DCS Sonovision believes that understanding the product is fundamental to creating world class documentation. This approach, and an enthusiasm for new technologies, is what bring our customers back to us time and time again.

### The role:

Your role will focus on managing the day to day operations of a large technical publications project for a new business-class jet airplane on behalf of a world-class aircraft manufacturer. This role requires a pro-active and results-driven individual who is looking for a hands-on project management position and is open to travel between customer sites in England and Switzerland.

#### Your position will focus on these key areas;

- Managing the day to day-operations for all projects for this customer.
- Develop project plans in conjunction with customers to achieve on-time deliveries.
- Assist with editing and authoring tasks to achieve deadlines when required.
- Represent the DCS Sonovision organisation as a prime contact for all projects for this customer.

#### The right candidate will have strong experience in these areas;

- Managing large projects with a development life of between 1 - 3 years.
- Developing solutions to a range of complex problems within and outside the scope of the project.
- S1000D principles, CSDBs and the S1000D philosophy (Ideally to v4.1).
- Quality Control, Authoring Standards and Harmonization processes.
- Microsoft Applications Word, Excel, PowerPoint and Access.
- Experience with HiCo ILS, TeamCenter 10, Arbortext or Framemaker is advantageous.
- Simplified Technical English (STE) rules.

### To be considered for this opportunity:

#### The right candidate will have the following skills / qualifications;

- Degree in a relevant Project Management study or a minimum of 4 years' experience in a similar position.
- Strong communications skills and be able to work as part of an international team.
- The capability to manage multiple tasks at once and providing reports to the Production Director and customer Project Manager and directors.
- The ability to remain flexible and adapt to changing customer requirements.
- The capability to work to tight deadlines with minimal supervision.
- Hold a valid Driving License.

Please note candidates must successfully undergo UK Security Vetting before they can be appointed. The level of security needed is Security Check (SC).

### Screening:

Are you a commercially experienced Project Manager or Coordinator?  
Do you have experience within creation of technical publications?  
Have you 5+ years' experience in the aviation industry?  
Are you eligible to work in the UK?

**If you are interested in joining our team, send your CV to:**

**Karen Angel**

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