Junior Project Manager  
(Spain - GMT to GMT+1, Fully Remote)

Do you want to work in a pioneering company in its sector, with an impact on society and relevant clients at a global level? Are you looking to boost your professional growth, being part of an emerging company? Then Eticas is for you!

Our mission, as pioneers in the identification of algorithmic vulnerabilities and AI-powered technology, is to protect people in technology processes. We are global leaders in Ethics as a Service and promote the use of responsible technology and algorithmic auditing to equip Artificial Intelligence solutions so that they identify and mitigate bias, promote fairness and obtain more accurate results. We turn ethics into a competitive advantage for our clients.

What will your contributions be?

As Junior Project Manager, part of your duties will be:

- **Weekly Reporting:** Supporting planning for our research projects, completing weekly reports for all teams, as well as the services team’s individual reports, and brief other PMs on project statuses.
- **Project Admin:** Improving the project management process and optimizing the different organizational processes by taking responsibility for updating all documents + click-up upkeep, concept notes, transfers & communication between teams. Managing risks and blockers and providing solutions to ensure smooth progress.
- **Learning & Development:** Maintain our Intranet, company policy updates, as well as content support for blogs, publications, and training modules.
- **Process Design/Improvement:** Assist the head of governance in various tasks pertinent to process and project management. Collaborate on process improvements and tool implementation with other PMs to improve team memory, decision making, project management, effective communication, and project impact.

As part of the team:

- **Teamspirit & openness:** At Eticas we are scaling as a team, and it’s important to share knowledge and work together to assure efficiency and real impact.
- **Be proactive & take ownership:** We will need you to look for the tasks and not for them to look for you. Once you know your role, we expect from you to make it your own and add value on a daily basis; analyze and understand the company flow and the impact of our work in the ecosystem.
- **Be passionate about the Social Impact of Technology:** You’ll be a key piece in developing our team and implementing our ideas, taking part in the day-to-day of our contracts and challenging our plans. We will count on you to improve and perform Eticas methodology through an emerging sector!

What skills will make you succeed with us?

- Good knowledge of **Google Workspace**, especially Excel/Sheets
- Good knowledge of **English is mandatory** and **Spanish is preferred**
- Experience with or willingness to learn **project** and/or **research** planning, **database** management, and **process** development
- Good **written and verbal communication** skills
- Solid **organizational** skills including **attention to detail**
● Being open and collaborative. Taking and giving constructive feedback and being always eager to share an idea or suggestion.
● Having some working knowledge of software like Tableau, Power BI, etc.
● A lifelong learning attitude

We would also appreciate it if...

● Speak and write in other European languages (Catalan, French, German, Dutch, etc.)
● You’ve worked with some PM tools and software, like Slack, Click-up, and Agile methodologies
● You’ve worked in consultancy or research settings
● You have experience in global ethics and technology networks

What does working with Eticas look like?

● We are pioneers of the sector in the world, so our day-to-day is never a routine. We embrace the challenge of learning everyday how to improve in our roles and how to add value to others!
● We work as a community, learning together from an emerging business. You will always count on us! We are diverse in technical and management profiles, whose motivation and knowledge we learn from every day. We really care about what we do, because we want to have an impact on society through our work.
● We want to positively impact the world. You will work in a company that wants to generate a global change, in pursuit of justice and responsibility.
● As we are growing now, we’ll offer you an annual gross-salary between €16,000 and €18,000 (commensurate with experience) plus participation on the company’s Value Compensation Plan which is an uncapped performance and customer success driven bonus scheme.

How will your first months at Eticas be?

● First Month: In your first month you will analyze and understand the company flow and the impact of our work in the ecosystem. You will get the hang of our team structure and the processes that govern our work
● First quarter: During your first months, we will introduce to you all our services projects, making sure you understand all the processes followed until now, you will start taking over weekly reporting, as well as meeting the team, having one on ones with them, understanding their roles and contributions.
● To the moon: You will be a key piece for keeping all our projects on task and our processes as functional as possible. We will count on you to optimize the different organizational processes and support the growth of our team.

Who will you be collaborating with?

Gemma Galdon Clavell, Founder and CEO at Eticas has an important social conscience, which is reflected in the foundation’s activism.
Aurelia Silva, Chief Operations Officer at Eticas who will introduce you to every Services and Operations initiative she is leading at Eticas.

If after everything we have explained, you think you are the best candidate, send an email to careers@eticas.tech with your CV and a motivation letter, explaining why you are interested in working with us and what you can contribute to Eticas and the above role.