

**DRÄXLMAIER**

(/ro/firme/draexlmaier-romania)

Technical Writer - Team assistant**Adresa/ adresele jobului** Pitești Distribuie (<https://www.facebook.com/sharer/sharer.php?u=https://www.bestjobs.eu/ro/loc-de-munca/technical-writer-team-assistant>)

Expira in 10 zile

DRÄXLMAIER Group is a globally operating family-owned company, with its headquarters in Vilsbiburg, Germany. Since it was founded in the company has developed and manufactured modern wiring harness systems, exclusive interiors and central electrical and electronic components, with a clear focus on the premium automotive segment. Numbering about employees, DRÄXLMAIER Group is one of the top 100 automotive suppliers in the world. With our automotive expertise, we contribute toward making cars safer, more comfortable and more energy-efficient in the future.

Technical Writer - Team assistant**Your Duties:**

Explain technologies, processes, and products in many formats, including print, online, and other electronic means.

Produces technical documentation manuals like: system, end-user training, and design specifications, project plans, test plans, business correspondence, how-to guides.

Work in close collaboration with hardware and software developers in order to produce technical documentation.

Supporting documents creation to communicate complex and technical information more easily, also develop, gather, and disseminate technical information through an organization's communications channels.

Prepare instruction manuals.

Plan and manage complex travel arrangements and itineraries

Organize client and internal conferences and personnel committees within the company when required; organize office social events, network with the group.

Maintain databases, contacts/distribution lists.

To actively take on additional responsibilities – mostly within scope of role – but occasionally beyond.

Translate documents from English to Romanian and vice versa.

Your Profile:

Possess advanced written and oral communication abilities.

Enjoy designing, developing, writing and refining online and print material.

Possess interpersonal skills for collaboration with colleagues.

Enjoy researching, collecting, analyzing and organizing technical information.

Function in a self-directed manner in a team environment.

Enjoy using software tools to create documents and websites.

Ability to create, assimilates, and conveys technical material in a concise and effective manner.

Technical and writing abilities.

Strong analytical skills, attention to details

Proven organizational skills.

Ability to handle multiple deadlines with excellent time management and instinct for prioritization.

Able to switch between detailed work and the bigger picture.

A degree or certification in a technical field or in journalism, business, or other fields.

Good English skills (reading, writing and speaking), German is an advantage.

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