

Internship Technical Writer Dixell Electronics - EMERSON ROMANIA, Locuri de munca SmartDreamers (Expirat)

Requirements:

- Technical studies (Final years / Fresh graduate / Master student).
- Fluent English language skills.
- Italian language skills preferred.
- Strong competence working with MS Office and one other document publishing tool (CorelDRAW, etc.).
- Experience/ Knowledge of thermodynamics, principle of Air Conditioning / Refrigeration and/or Electrical highly desirable.
- The internship is full time, for 3 months with the possibility of extension.

Responsibilities:

- This position will develop technical documentation (Manuals, Technical Bulletins, Product News/Notice, etc..) for the DIXELL products.
- Maintain, modify and extend existing technical product documentation.
- Create technical documents and literature for new products and applications.
- Harmonize current literature by developing a common library of terms and documents framework.
- Coordinate all required translations.
- Provide internal (inside DIXELL) and external (wholesalers and OEM's) support on technical documentation.
- Maintain a working knowledge of the range of products they support.
- Update www.dixell.com.
- Update the site contents according to our catalogues.
- Update the "press release" section.
- Update the iPro area.
- Icon SET and graphs creation.
- Creation/Updating of the product presentation.
- iPro function icons and creation of FAQ archive for iPro family.
- User Manuals Creation.
- Additional tasks related to Technical Documentation.