

Technical Writer la International Contract Engineering Group-ICEPRONAV - BestJobs

The technical writer develops, reviews, edits, completes, rewrites, copy-edits documents and reports according to management needs, requirements and specifications. She/ He has a deep insight and a through knowledge of the internal management and reporting systems to be able to produce, as accurately as possible, reports and documents in compliance with pre-established company standards. The technical writer is responsible for creating, adapting, designing, writing, maintaining and updating technical documentation, including online help, user guides, white papers, design specifications, system manuals and other documents. Technical documents and pieces of writing can be created in many working formats: .doc, .pdf, .ppt, after interviewing engineers, management representatives as well as other subject matter experts. A technical writer can approach any subject that needs further explanation for a clearly established, yet diverse, target audience such as: company staff, business people and engineering personnel.

Cerinte

- Bachelor's Degree, preferably in Communication Sciences or Philology (English language)
- Practical insight into verbal communication activities /text writing
- Proficiency in English
- Advanced computer skills especially: MS Office (Word, PowerPoint, Excel, Outlook)
- Very good writing skills
- Good organisation skills
- Very good communication skills
- Curiosity, thinking flexibility, creativity and „open mind”
- Rigurocity and attention to detail
- Analytical and synthetic thinking
- Interrelationship aptitudes and the ability to interact with all levels in the organization
- A demonstrated ability to work within tight deadlines
- Customer-focus attitude

Oferta (bonusuri, beneficii)

- Opportunity to develop challenging projects in a professional environment
- Training opportunities