



[Elimina \(/ro/firme/lenovo-global-technology-ro\)](/ro/firme/lenovo-global-technology-ro)

[Salveaza \(/ro/job/technical-writer-information-developer/favorite\)](/ro/job/technical-writer-information-developer/favorite)

[Aplica \(/ro/job/technical-writer-information-developer/apply?pos=4&list=2\)](/ro/job/technical-writer-information-developer/apply?pos=4&list=2)

Lenovo Romania (</ro/firme/lenovo-global-technology-ro>)

Technical Writer / Information Developer

technical writer - documentation - information developer - manuals

Nivel cariera Middle (2-5 ani)

Limbi vorbite engleză

Adresa/ adresele jobului București

Distribuie (</ro/job/technical-writer-information-developer/share-popup>)

About Lenovo

Lenovo is a US\$43 billion global Fortune 500 company and a leader in providing innovative consumer, commercial and enterprise technology. We have overemployees globally, and customers in more than 160 countries.

With the acquisition of IBM System x, Lenovo expanded its position in the Enterprise Server, Networking, Storage, Solutions and Services space, providing large and competitive enterprise portfolios to meet customer needs in all segments.

Summary

The position is part of Lenovo Research and Development Lab located in Bucharest, Romania. You will work closely with the engineers from the Networking Development Team to develop documentation relating to Lenovo's network devices.

Responsibilities

- Plan and develop sections or complete information deliverables
- Apply latest professional content development standards and principals to plan and develop user assistance
- Plan for and use content management principals and follows company standards for content development
- Work closely with R&D team to develop a plan to meet customer needs for technical documentation and learning products
- Communicate with worldwide teams to gather information for creating new documents or updating existing documents
- Develop new technical documentation based on functional specifications, hands-on use of the product, and interviews with subject matter experts
- Responsible for editorial reviews to ensure accuracy, consistency and usability of the contents

Requirements

- Minimum of 3 years of technical writing experience
- Experience with Adobe FrameMaker (or similar authoring tools)
- Experience with Adobe Illustrator (or similar graphic editors)
- Proficiency in written and spoken English
- Excellent writing skills
- Creative mindset
- Self-starter
- Detail-oriented
- Ability to interface with, manage and influence multiple internal and external resources on multiple projects to achieve desired results, on schedule and within budget
- Customer satisfaction mindset
- Flexible and able to make decisions and operate within fast-moving, startup-style environment
- Able to manage parallel projects and activities
- Goal oriented, organized, self-motivated, creative and have the ability to work effectively in a cross-functional R&D organization

Desirable requirements

- Technical background and networking knowledge
- Graphic design ability and working knowledge of one or more of the following products is a plus: Adobe Photoshop, InDesign, Flash
- HTML knowledge

Distribuie (/ro/job/technical-writer-information-developer/share-popup)