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MICROCHIP

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MICROCHIP TECHNOLOGY Romania (/ro/firme/microchip-technology-romania)

Lead Technical Writer

Adobe acrobat - English - Microsoft office - Visio - Framemaker

Nivel cariera	☐ Senior (5-10 ani)
Limbi vorbite	☐ engleză
Adresa/ adresele jobului	☐ 4 Bulevardul General Vasile Milea, București (/ro/locuri-de-munca-in-4%20Bulevardul%20General%20Vasile%20Milea,%20Bucure%C8%9
Se recruteaza si din	☐ București (/ro/locuri-de-munca-in-Bucure%C8%99ti)

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Candidates are responsible for the following:

- Leading a team of technical writers
- Actively working with Engineering Product Development Teams to set document priorities and delivery expectations
- Sending regular status updates on projects
- Accurate writing, editing, proofreading, and formatting, of technical documents and other technical literature while adhering to ISO/TS quality standards and company guidelines
- Interfacing and collaborating with Engineering Application Teams on development of technical literature and schedules, train them on specific documents formats, rules
- Maintain and deliver the required documentation in accordance with the project schedule, and in a timely manner
- Coordinate and support document control, distribution and the website posting process
- Other activities and responsibilities as required as a Team Leader

Job Requirements:

- Higher education within Computer Science/Electronics/Electrical Engineering, English, Journalism or Communications preferred, or within a related field

- Experience with leading teams, planning and working with deadlines, and collaborating with other groups (Engineering, Marketing, and Marcom)
- Very good written and verbal communication skills in English
- Familiarity with Microsoft Word, Excel, Power Point, Adobe Acrobat. Experience with FrameMaker and Visio is a plus
- Familiarity with DITA processes such as SDL is a plus
- Strong communication and teamwork
- Ability to assimilate and convey technical material in a concise and effective manner
- Ability to prioritize and manage multiple projects by collaborating with the Applications Engineering Team.
- Good organizing skills
- Coach and guide the individual contributors in the team to work independently, quickly, thoroughly and accurately, following all departmental standards, style, formatting, archival and procedural rules
- Ability to handle multiple projects and resolve issues/conflicts effectively.

The job is located in BUCHAREST!

Only suitable candidates will be considered for interview!

Microchip Romania Team welcomes you!! Come and be part of an enthusiastic and dynamic team with a free communication style and a challenging work environment. We offer you the opportunity to interact with highly skilled professionals globally, excellent compensation package and great career opportunities in a US based multinational company, established and fast growing in Romania.

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