

Technical Writer, MIND Software - Loc de munca - eJobs

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Candidatul ideal

Job requirements:

- IT studies – university graduate or student in the final year at a higher education institution;
- Advanced knowledge of English is a must. Knowledge of another international auxiliary language (e.g. French, German, Spanish, etc. at least intermediate level), is an advantage;
- Proficient PC user, good knowledge of text editing software (e.g. MS Word), electronic and online dictionaries, e-mail clients, etc.;
- Knowledge of Adobe RoboHelp, MS Visio, is an advantage;
- Ability to describe complex technical facts in a clear, concise and easy to understand manner, by becoming accustomed to IP Billing technologies;
- Ability to adapt to an intense work schedule, to collaborate efficiently with the members of the technical departments in order to obtain the necessary information, to work as a part of the team and to meet strict deadlines for documentation delivery;
- Previous experiences in another company from the same industry, on a similar position, or study scholarships abroad are an advantage.

Descrierea jobului

Job description:

- Creating, updating, reviewing and proofreading (in English) the technical documentation for the software products developed by the company (www.mindcti.com). The documentation includes: user guides and manuals, reference guides, product descriptions, release notes, etc.;
- The translation into international auxiliary languages of the manuals and of other materials and documents created within the company or received from customers and/or partners;
- Linguistic and terminological assistance of the personnel from the other departments of the company.

Amongst the benefits we offer, you will find:

- A modern work environment, designed for collaboration and professional development;

- A work environment that encourages your own creative and innovative ideas;
- International work experience and the opportunity to work at our clients' offices;
- Trainings on both hard and soft skills conducted by internal and international trainers;
- Foreign language courses held at our offices;
- Preferential banking;
- Team building events;
- Medical insurance;
- Paid extra hours;
- Flexible working program;
- Competitive salaries (based on performance);
- Bonuses for well-done projects.

Descrierea companiei

MIND CTI Ltd. is a leading provider of convergent end-to-end billing and customer care product based solutions for service providers as well as telecom expense management (call accounting) solutions. MIND provides a complete range of billing applications for any business model (license, managed service or complete outsourced billing service) for Wireless, Wireline, VoIP and Quad-play carriers in more than 40 countries around the world. A global company, with over twelve years of experience in providing solutions to carriers and enterprises, MIND operates from offices in the United States, UK, Romania and Israel.



Expirat

