Belgium Jobs Expertini®

Technical Content Writer & Coordinator

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Company: Niko

Location: Belgium

Category: arts-design-entertainment-sports-and-media

Position description

Job title

Technical Content Writer & Coordinator

Contractual hours

Full-time

Job description

As a technical content writer and coordinator, you are responsible for the creation, coordination and maintenance of the communication tools that the electrical installer needs in order to choose, install and commission a Niko product. Examples of these tools include installation manuals, datasheets, catalogues, and online tools for the installer, engineering offices, the end customer in the different European countries.

You define the content and the planning of our technical communication tools in close cooperation with the product manager and the project team

You contribute to the development of these tools by writing, proofreading and correcting the content needed for the Niko products, apps and software, including their release information

You ensure close collaboration with copywriters, external translation agencies and

graphic teams

You ensure the consistency and completeness of the information by taking initiative to advise, coordinate and supervise the process

You ensure that all processes and content are documented in our PIMDAM database

You help to improve processes and tools to improve the efficiency of the team

Profile

You have a technical education in electrical engineering at bachelor's level and/or a master education in languages.

You have relevant experience with writing technical documentation for both hardware and software.

You are genuinely interested in the world of electrical installations and home automation and have a high interest in innovative solutions.

You highly value correctness and consistency of language and terminology, clear language and efficient communication.

You are accurate in documenting and checking technical information.

You can convert technical input into the necessary actions for the team, coordinate these actions and create a clear overview.

You speak and write English and Dutch without mistakes (C level), and you have a good basic knowledge of French (B level).

You are a team player and you collaborate efficiently with both technical and marketing colleagues in Europe.

You take initiative and you can work independently.

You respect deadlines and you can set priorities.

You preferably have basic knowledge of Adobe Creative Suite (Acrobat, InDesign).

We offer

You will be part of a professional and solid growth company with a clear vision of the future. We are a no-nonsense company that does what it says, and says what it does.

You will work in an exciting and challenging professional environment.

You will receive an attractive salary, complemented by an extensive package of fringe benefits.

You will have the opportunity for self-development, training and career development.

Responsibility and room for initiative are encouraged here.

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