



**All engineering service companies are the same.
And the earth is flat.**



Etteplan Poland provides design engineering services, technical documentation solutions and embedded systems and IoT services to the world's leading companies in the manufacturing industry. Our services are geared to improve the competitiveness of our customers' products and engineering processes throughout the product life cycle. The results of Etteplan's innovative engineering can be seen in numerous industrial solutions and everyday products. Etteplan company was founded in 1983. Currently Etteplan has offices in Finland, Poland, Germany, the Netherlands, Sweden and China, which together employ more than 2,500 specialists in various fields: industrial and consumer electronics, radio communications, technical documentation, software and embedded systems and the Internet Industrial (IoT).

In Poland the company has offices in Wrocław (since 2010) and in Poznań (since 2017). Since that time, we built a team of over 120 experienced professionals.

Documentation Specialist

Place of work: Wrocław

As a technical Documentation Specialist you maintain contact with our customers, research and gather information about the products for which documentation is created, work with illustrators and translation coordinators, and also carry responsibility for deadlines and budgets. In short, as an independent and result driven team worker you have a central position in creating technical documentation. It is possible that you will be working at our customers' site on a secondment basis for shorter or longer periods of time.

Education:

- M.Sc. in engineering field or similar with very good results in education

Expectation and qualifications:

- Technical Master / Bachelor degree
- Excellent communication skills (verbal and written, Polish and English)
- Is knowledgeable in documentation processes, methods and tools
- Experience with word processing software like MS Word, FrameMaker
- Can work with a high degree of autonomy, preference for working in a team
- Knowledge of structured data, like XML is preferred
- Knowledge of S1000D is preferred
- A linguistic background and/or affinity for technology are great assets

Any experience as a Documentation Specialist is an advantage, but not a necessity. If you are enthusiastic and willing to learn, we'll train you internally to become a successful Documentation Specialist.

Personality:

- Person has to be energetic
- Must be flexible and enjoy the challenge of managing rapid changes
- Has to learn fast (success in education)
- Good spoken and written English
- Good and active communication skills (transparency to work)
- Capable to integrate in dynamic and international teams

We offer:

- Job with employment agreement or B2B
- The chance to work within a global company and interact with colleagues from around the world
- Opportunities that spark your imagination and ignite your passion to help others
- Challenging project which is a great opportunity for fast development
- Increased cost of income
- Private medical care
- Multisport card
- Lunch/ eyeglasses/ cultural events subsidies
- Company mobile phone
- Team events
- Business travel opportunities
- Interesting challenges
- Interesting trainings and professional development programs also available.

Please, enclose following provision: I agree that my personal data is processed for the needs of the recruitment process as per Protection of Personal Data Act of 29th August 1997

If you meet the requirements please send your CV in English to: rekrutacja@etteplan.com

If you need more information please visit our website at www.etteplan.com or www.espotel.com