

For our location in Berlin we are looking for a

## Technical Editor (m/f/d)

Finetech is a globally operating medium-sized company in the field of special mechanical engineering. Core business is the development and manufacture of systems for high-precision micro assembly and professional SMD rework.

We work closely with customers from various industries, including aerospace, medical and biotechnology, consumer electronics, semiconductor industry, optoelectronics and defense, as well as universities and research institutions.

More than 150 committed employees work at our Berlin headquarters. Additional Sales & Service centers are located in Dresden, Gilbert (AZ), Manchester (NH), Shanghai, Kuala Lumpur, and Tokyo.

### Your job

- You create and revise technical documents like manuals, datasheets and descriptions.
- You research content in collaboration with developers and product managers and create various types of documentation on your own authority.
- You coordinate documentation projects regarding their technical requirements and compliance with deadlines.
- You administrate and structure documentation projects according to internal and external specifications and you are in charge of assuring the quality of our documentation in consultation with product and quality management.
- You cooperate closely with the Marketing department to assure compliance with corporate design guidelines and with the Service department to assure and improve the quality of our documentation.

### Your profile

- Degree in Technical Editing or mechanical or electrical engineering with additional training as technical editor. Career changers are welcome to apply.
- Knowledge of relevant standards and guidelines.

- Good command of Adobe and MS-Office products.
- Knowledge of process and validation documents in the field of special machinery, micro assembly, SMD rework and electronic technology are beneficial.
- Organizational skills, self-reliant and structured way of working, communication skills and the ability to work in a team.
- A feeling for precise wording and text structuring.
- An understanding of laws, standards and technical rules and the ability to interpret and apply them.
- Very good German language skills, as well as an excellent command of written English.

### **We offer you an attractive working environment**

- A diverse range of tasks in a successful, innovative and globally operating company.
- The opportunity to supervise your own project, to get personally involved and to develop yourself personally in an open working environment.
- An attractive payment with fixed salary and bonuses, reimbursement for child-care expenses, subsidized sporting activities, free drinks and fresh fruits.
- The modern working atmosphere of a newly built production and development center close to the EastGate shopping mall in Berlin-Marzahn.

Interested? Please send your comprehensive application preferably by email to Mr. Gerd Zwinzer [gerd.zwinzer@finetech.de](mailto:gerd.zwinzer@finetech.de)

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