

Text Editor

Job Description:

- Use company standard software applications for text editing and integrating schematics and screenshots in the final electronic format.
- Edit technical documents such as data sheets, user's guides, application notes and other related technical documentation to communicate clearly and effectively technical specifications and instructions to a wide range of audiences.
- Includes PDF file creation and release.
- Apply appropriate formatting styles and validate readability, functionality and accuracy of the information to ensure consistency and clarity.
- Selected applicants will be subject to a preliminary written test in English in order to be eligible for this position.

Requirements:

- Excellent command of the English language, including grammar, structure, punctuation and spelling.
- Some text editing skills and experience in correcting, updating, and enhancing documentation and adhering to format, content and style guidelines.
- Must be able to re-write material to fit defined document templates and standards as required.
- Knowledge of Adobe FrameMaker – preferable, but not mandatory; training will be provided.
- Good decision making, attention to detail and prioritization abilities necessary.
- Very good skills in oral and written communication.
- Degree in English, Journalism or Communications.
- Fresh graduates are also encouraged to apply.