

## Job Description Technical Writer (electrical) Business Unit Authoring Services

**Application:** STAR Albania

**Revision:** 20/02/2020

### 1. SCOPE OF THE ROLE

The Technical Writer with electrical background produces the requested technical documentation, using the expected authoring tools, following the Customer's standards.

### 2. REPORTS TO

The Technical Writer hierarchically reports to the Team Leader (TL) of the Team belonging to, locally represented by the Site Manager.

The Technical Writer functionally reports to the Project Manager (PM) of the assigned project.

### 3. RESPONSIBILITIES AND ACTIVITIES

The Technical Writer in detail is in charge of the following responsibilities and activities:

- Receives the technical information needed for the authoring of the requested documentation (i.e. technical specifications, technical drawings, 3D models, pneumatic schematics, hydraulic schematics, manufacturer's system/equipment documentation, physical surveys of procedures/times)
- Performs the contents authoring of the requested documentation, following the indicated standards, using traditional authoring tools (i.e. InDesign, FrameMaker, Xpress, Word, etc), or authoring platforms (XML-based)
- Verifies the documentation produced, following the indicated standards (i.e. applying a checklist)
- Performs the publication of the requested documentation on the platform (CMS) and/or delivers the produced documents to the Customer, using the indicated tools and following the requested standards
- Archives the source, half-processed, and produced documents following the indicated rules
- Reports the progress status of the assigned projects (KPI), following the applicable rules
- When necessary, performs business trips to the Team's facility, in order to collect information, and to receive training about the activities to be performed
- Interacts with the TL about all the previous topics
- Other tasks according to the Team Leader's request.

### 4. KNOWLEDGES AND SKILLS

The Technical Writer with electrical background is endowed at least with the following hard skills:

- Electrotechnics, Electronics, Computers, or Telecommunications High school graduation
- Knowledge of reading and interpreting electric, electronic, and functional schematics
- Intermediate level (B1) knowledge of the English language non mandatory
- Good knowledge of the Italian language is preferable
- Intermediate level knowledge of the MS Office (Word, Excel, PowerPoint) package.

The further following hard skills are to be considered as an asset:

- Previous experience in the Technical authoring field
- Knowledge of the traditional authoring applications, as InDesign, FrameMaker, XPress, etc

STAR SpA

Sede legale

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PIVA IT01255170050  
REA AL 208355  
Capitale sociale € 500.000

Certificazioni

Sistema qualità UNI EN ISO 9001:2008  
Servizio di traduzione UNI EN 15038:2006  
Gestione ambientale UNI ISO 14001:2004  
Catena di custodia FSC

Associata a

Unilingue  
EUATC  
Confindustria Servizi  
Innovativi e Tecnologici

a STAR Group company



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The Technical Writer is endowed with the following soft skills:

- Team Working
- Result Oriented
- Autonomy and Flexibility
- Determination and Proactivity
- Communication and Conflict Management.

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