



Technical Writer Internship

Reporting to: Product Specialist

Hours: Full Time

Start: September 2018

Duration: 6 months

Location: Brussels, Belgium

Optimy has developed an innovative and intuitive Software as a Service (SaaS) that allows organisations to better manage their sponsorship, grants and community investment. After 6 years, Optimy records more than 230 customers across 6 continents. More than 98% of Optimy users renew their licence each year, including big names such as BMW, Carrefour, Johnson&Johnson, L'Oréal, Vodafone, Holcim and Volkswagen.

Optimy aims to become the leader worldwide in its niche market and is looking for a Technical Writer to take part in organising our processes

Please note that we will accept only applicants who can provide us with an internship agreement from their university.

Your Mission:

- Create documentation to help end-users use the solution.
- Communicate highly technical information to a non-technical audience.
- Proofread, revise and rewrite existing content.
- Write, publish and maintain high-quality help content
- Identify user needs and weakness in the documentation and help center.
- Collaborate with Engineers, Product and Marketing.

Your Profile:

- You are inquisitive, proactive and a self-starter
- Currently pursuing a Bachelor's or Master's degree in English, Journalism, Communication, Technical Writing or a related field.
- A strong command of English is mandatory.
- You are organised and detail-oriented.
- You possess strong interpersonal, analytical and organisational skills.

The Offer:

- A real job experience, you won't stand at the copy machine!.
- A young, dynamic and international-minded working atmosphere.
- The opportunity to be part of a fast-growing project.

As a contribution we grant 300€/month to all foreign and Belgian students.

Send your CV to internjobs@optimy.com