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