

Turn theory into practice

MR HealthTech Ltd, a Munich Re division, is one of the world's leading technology vendors to the Health Insurance industry. It provides state-of-the-art software platforms designed to support its customers end-to-end reliably and offer them solutions that help them address their business objectives while maximizing profitability potential. It currently operates in 19 countries, in 4 continents and supports 24 organizations.

Due to our increasing demand for designing and implementing best-of-breed software solutions, at our Athens Office, we are seeking specialists for the following position:

Technical Writer

PROFILE

We are seeking for a Technical Writer for the design, preparation and creation of documents that support the development and release of software products. In this role the Technical Writer will be creating, tracking and updating technical and business process documentation, defining and improving documentation standards and processes, and tracking change documentation for our key projects and releases.

KEY RESPONSIBILITIES

- Support the creation and editing of technical content for manuals, reports, release notes, proposals and presentations.
- Reviews draft material consolidate comments and test the user's documentation of every software release.
- Converting technical concepts and language into clear, accurate and concise documentation.
- Format technical content for correct punctuation, grammar, and spelling, and ensure deliverables are submitted error-free and on time.
- Revise technical specifications and documents to use plain language for external audiences.

REQUIRED SKILLS

- University level degree (or higher education institute) in Computer Science, Information Technology, Literature or relevant field of study.
- Experience in document management would be an asset.
- 2 - 3 years of work experience in Technical Writing, Documentation or Help Desk of application systems would be an asset.
- Well-developed organizational skills.
- Energy, initiative, and a positive attitude.
- Excellent oral and written communication skills.
- Fluency in English.


WE OFFER

- Competitive compensation
- Continuous training
- Enjoyable and stable working environment
- Leading-edge technology

Want to apply?

Send your C.V. c/o Human Resources:

 curriculum@mrhealthtech.com

 95-97 Kifissias Avenue, 151 24 Marousi, Athens, Greece

Creating and maintaining a work environment that promotes respect, diversity and dignity is important to us. We strive for equality in our workplace, to eliminate employment barriers, and promote a workplace based on principles which align with our company values and promote positive employee practices.