Internship in Technical Documentation
Rotkreuz

Within the Global Customer Support (GCS) organization, the CPS (Centralized and Point-of-Care Solutions) & SIS (Solution Integration & Services) Core Lab Documentation Department provides user and service documentation for various Roche diagnostic analyzers, workflow solutions and IT software and applications. The list of deliverables includes a wide range of printed and electronic documents, such as User Guides, Quick Start Guides, Service Manuals, Host Interface Manuals and award-winning User Assistance.

Your main tasks would include:
- Writing and updating end User Documentation and Service Documentation in English for Roche instruments and software while respecting project requirements and documentation standards
- Planning, developing, organizing and editing operational procedures for user and service documentation
- Independently collecting information required to produce the documents
- Cooperating closely with service personnel, trainers, developers, and other subject matter experts
- Organizing documentation reviews by subject matter experts, and implementing their input
- Ensuring that quality targets, timelines, and regulatory requirements are respected
- Managing localization projects (for software and documentation) in close collaboration with software development and country organizations

Ideally, you fulfill the following criteria:
- You are currently enrolled as a student or have recently graduated (within the last 12 months), preferably with a major in informatics or in a related field
- Excellent spoken and written command of English (native speaker or equivalent level).
- You are a committed, reliable and independent team player
- Ability to quickly learn complex technical concepts and make them easily understandable in text or visual form (pictures or videos)
- Strong teamwork skills, with a taste for active daily involvement in multi-functional project teams.
- Flair for communication in an international environment
- Familiarity with IT software, laboratory systems, and their interfaces is a plus

Start date: March 2020
Workload: 100%
Duration: 6 months, with the option to extend it to 12 months

Job ID No.: 201907-122660
Please send your application including a motivation letter.

Apply now!

If you still have questions then please check our FAQs and videos on careers.roche.ch/faq

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