



Schröder

Experts in lightability™

Technical Documentation Coordinator - Belgium (*Liège*)

In order to reinforce the current team, we are looking for a Technical Documentation Coordinator who will be responsible for accurate and up-to-date technical product documentation and information (within data base, brochures, ...) to support R&D :

Missions

- Help R&D by performing technico-administrative tasks on internal tools (PLM, Smartsheet) for building block documentation
- Audit R&D building block process development
- Ensure documentation redaction and consolidation with project leader
- Purchasing & follow up of suppliers

Education / Experience

- Bachelor in administration or any other relevant education
- At least 1 – 3 years of relevant experience
- Experience in an industrial / R&D environment
- Taste for technical aspects

Required Skills

- Global knowledge of R&D environment
- Knowledge of the tools (PLM, ERP, ...)
- Structured, autonomous, rigorous
- Administrative and organizational skills
- Specific soft skills: empathy, assertivity communication
- Language : English (B2/C1 minimum)

Interested? Send an e-mail to jobs@schreder.com