



Internship: Marketing Communication Content Support – Technical Documentation

Job description

We are looking for a committed student (w/m/div*) to support our Marketing Communications team. Within this internship you will help to manage and maintain the technical documentation such as Application Notes, Engineering Reports, Design Guides, and User Manuals, which are prepared by our technical experts. You will review, proofread and edit these technical documents with the aim of optimizing and finalizing them for online publishing.

In this internship you will:

- **Assist** to manage the **whole process of technical documents** from first input of the technical author to final release on the internet pages
- **Proofread documents** for spelling, grammar, punctuation, syntax, usage, consistency, and brand voice
- **Edit technical documents** assuring readability
- **Collaborate** with **engineers** on content creation
- **Crosscheck references** and **data**, ensuring the accuracy of content and all referenced facts (e.g. dates, pages, values, pictures, links)
- **Review content** with an eye towards campaign, product, or brand consistency
- **Quality gate** for final release
- **Maintain archive of documents** and care for updates related to document revisions

Further Information

Type of employment: Temporary / Part-time (flexible working hours from Monday to Friday between 6 a.m. and 7 p.m.)

Duration: min. 6 months

Profile

You are pragmatic, reliable, have passion for details and are able to work under pressure within a diverse, fast-paced, multi-national team. You follow a structured working style, have an eye for details, and you are able to handle multiple tasks at the same time. You are demonstrating advanced proofreading skills and you have gained first experience in technical writing. You are firm with the required programs. You enjoy communicating with many different counterparts, are self-motivated to work on your own and committed to meet challenging project deadlines.

At a glance

Location: **Villach (Austria)**

Job ID: **362676**

Start date: **Sep 19, 2022**

Entry level: **0-1 year**

Type: **Part time**

Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **362676**
www.infineon.com/jobs

Contact

Nico Steinhauser

Student Talent Attraction Manager



You successfully meet the requirements, if you are a motivated student from the field of **Economics, Marketing, Electrical Engineering** or similar. You are best equipped for this task if you additionally offer:

- Profound user experience in **Microsoft Office** (Microsoft Word: document templates and macros; Power Point, Excel)
- **Experience in proofreading** paired with **excellent writing skills**
- **Experience with document management systems** (such as Microsoft iShare)
- **Excellent English** and ideally German

This position is subject to the collective agreement for workers and employees in the electrical and electronics industry (full-time), employment group B for bachelor students, employment group D for master students (<https://www.feei.at/wp-content/uploads/2022/05/minimum-salaries-white-collar-workers-2022.pdf>).

Please attach the following documents (German or English) to your application:

- Motivation letter
- CV
- Certificate of matriculation at a university
- Latest Transcript of records (not older than 6 months)
- Highest completed educational certificate (Matura certificate for Bachelor students, Bachelor certificate for Master students)
- Reference letter (optional)

Benefits

- **Villach:** Coaching, mentoring networking possibilities; Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Flexible working conditions; Home office options; Part-time work possible (also during parental leave); Sabbatical; Child care in Villach & Klagenfurt; On-site social counselling and works doctor; Health promotion programs; On-site canteen; Private insurance offers; Wage payment in case of sick leave; Corporate pension benefits; Flexible transition into retirement; Performance bonus; Accessibility, access for wheelchairs

Why Us

Part of your life. Part of tomorrow.

Infineon is a world leader in semiconductor solutions that make life easier, safer, and greener. Our solutions for efficient energy management, smart mobility, and secure, seamless communications link the real and the digital world.

–Power & Sensor Systems (PSS) drives leading-edge power management, sensing and data transfer capabilities –

Infineon PSS semiconductors play a vital role in enabling intelligent power management, smart sensitivity as well as fast and reliable data processing in an increasingly digitalized world. Our leading-edge power devices make chargers, adapters, power tools and lighting systems smarter, smaller, lighter and more energy-efficient. Our trusted sensors increase the context sensitivity of “things” and systems such as HMI, and our RF chips power fast and reliable data communication.

** The term gender in the sense of the General Equal Treatment Act (GETA) or other national legislation refers to the biological assignment to a gender group. At Infineon we are proud to embrace (gender) diversity, including female, male and diverse.*

Infineon Hub - Connect. Create. Challenge.



The iHub at TU Wien represents an inspiring tech platform, networking area and event location, connecting Infineon Austria with tech experts, science specialists and young professionals.

Check out our upcoming events:

[Infineon iHub](#)

