Job description:

The content, which will be entered into the Knowledge-Management-System (KMS) by the Creator, will be delivered in an informal layout by the respective specialist within the finance department. Following the provided guidelines (regarding layout, structure, tags etc.) the Creator has to enter the content into the system by optimizing the structure and wording to ensure that it is easy to consume and potentially translate German content into an English version. The candidate will also be involved in discussions around the usage of the KMS together with the project team to refine and expand the guidelines. Therefore, this job profile requires knowledge with regard to research, conception, visualisation and information transfer. The contribution of own ideas is always welcome.

What you bring along:

- Fluency in English & German (verbal & written)
- Affinity for IT topics
- Understanding of layout, logical structure, feeling for "easy to consume"
- You feel comfortable to deal with Finance content
- Distinctive communication skills
- Excellence in writing, proofreading and editing is of advantage
- Experience with Confluence (or other KMS providers) is preferred, but not a must
- Shipping knowledge is not essential, but of advantage