

Technical Documentation Assistant - Internship

Mellon Group of Companies is a leading multinational group, employing more than 5.500 people in 10 countries, with our corporate headquarters located in Athens, Greece.

Mellon Technologies, the parent company of the Group, was founded in 1994 in Athens. Our offering consists of specialized technology solutions, contact centre and business process outsourcing services, to serve the increasing needs of financial institutions and organizations with strong consumer transactions business, such as Retail Banks, Public Utilities, Telecommunications Providers and large Private Companies.

We are looking for interns to join our team through **ESPA Program**. If interested you may apply through the **ATLAS** Internship System.

About

We are looking for a **Technical Documentation Assistant** that will support our Software Team with creating quality software documentation.

The Technical Documentation Assistant will interpret the thoughts and ideas of our software engineers, programmers, and other technical staff, by translating complex concepts and procedures into concise documents in simple language so as everyone understands the flow, the process and the results.

Your Role

- Interact with the software team to prepare documents
- Provide technical editing support, including writing, proofreading, and editing
- Create, update and maintain deliverables including but not limited to: technical manuals, instructional material, process flows, step by step instructions, policy and procedures, and product documentation for internal and external audiences
- Design and format documents that adhere to Company's standards for optimum presentation, appeal, readability, and ease of ongoing maintenance
- Follow and ensure the processing of proposed changes by direct contact with responsible personnel in engineering and other departments as needed
- Keep all program files, changes, and specifications current

Requirements

- Undergraduate student in Software Engineering, Computer Science, Information Technology or a related field
- Familiarity with technical concepts, such as Coding, Software Development Cycle, Database Management, Spreadsheets
- Knowledge of Microsoft Office (e.g.: Word, Excel etc.)
- Excellent writing and editing skills
- Proficient in Greek and English language
- Excellent interpersonal skills & detail-oriented

What we offer

- Opportunities to evolve into an international hyper-technological working environment
- Multicultural and excellent working environment

- Leading-edge technology
- Continuous trainings