



Technical Writer

Occlutech is the leader in developing innovative products for the treatment of structural heart disease. The Company manufactures, develops, sells and markets Class III medical devices for the transcatheter repair of structural heart defects, including a range of specialized devices for patients with atrial fibrillation or heart failure, in over 90 markets around the world. Occlutech operates facilities in Germany, Turkey and Sweden. For additional information please visit our website at www.occlutech.com.

Location: **Jena**

Position Description:

Broad Function

The technical writer supports efforts to ensure that Occlutech's medical devices documentation is always up to date and in compliance with the relevant internal and external rules and regulations.

Your work will focus on

- Supporting the CEO in technical and QMS-relevant documentation (e.g., CAPAs, Engineering and Document Change Requests, etc) across departments.
- Supporting the generation of protocols, working instructions and SOPs across departments.
- Creating, updating and maintaining technical documentation for products in collaboration with other departments.
- Regular progress reporting to the CEO on progress, deviations and / or corrective actions.
- Writing documents in English in compliance with internal and external standards and guidelines.

We are looking for a candidate, who has

- Technical Scientific Degree (minimum Bachelor of Science).
- Experience / knowledge on standards and regulations relevant to medical devices.
- 2 – 3 years experience minimum in technical writing in R&D or QM in medical technology industry.
- Excellent knowledge of English (written and spoken): B2.2/C1.
- Strong collaboration skills.
- Strong organizational and follow-ups skills as well as attention to detail.
- Ability to successfully manage multiple projects while coordinating input from various sources.

If you are

- a team player who likes challenges
- a confident user of standard office software
- excellent in leadership, communication, organization and time management

then we can offer you an interesting job in a team of people who like to work together and always focus on helping our customers to save and improve patient's lives with innovative and highest quality products.

Are you interested?

We look forward to receiving your application (cover letter, CV, references - all documents in one pdf file), your salary expectation and the earliest possible date for start of work to bewerbung@occlutech.com.

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