

Advanced Oncotherapy is an innovative technology business focused on delivering a proton-based radiotherapy system using technology originally developed and tested at the world-renowned CERN facility in Switzerland.

We need a Junior Technical Author with experience of working with multiple departments such as R&D, Regulatory, Marketing, and Service to prepare documentation required for Operations, Marketing and Customers. As part of the team they will also need to be able to create technical documentation such as instructions, manuals, and checklists. The position will be based in our office in London and will involve working closely with our R&D team based in Geneva and our Service and Installation Engineers at our test site in Daresbury. The role requires frequent travels up to 40% within the UK and to Europe.

Job description

Primary focus:

To work closely with the Client Services Team to produce instructions, user manuals and templates in readiness for the first installations of the LIGHT System.

Responsibilities

As a junior technical author, you'll assess the audience and the nature of the documentation required by:

- Attending planning/briefing meetings;
- Collaborating with developers, engineers and managers to clarify technical issues;
- Liaising with SME (subject matter experts) and sales and marketing specialists;
- Working with translators, printers and service providers.

A large part of the role will be spent researching and gathering the information required, including:

- Understanding the technology and applications for which documentation is to be prepared;
- Gathering and analysing the information needs of the user;
- Organising information according to the user's needs;
- Writing and editing;
- Commissioning, coordinating or preparing illustrations;
- Indexing and cataloguing material;
- Copy-editing.

Other tasks will include:

- Creating work schedules;
- Providing marketing copy for inclusion in brochures and tender documents for potential clients;
- Keeping up to date with developments and trends in the industry and attending training courses

Advanced Oncotherapy plc

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Skills/Experience/Education

- Good knowledge and skills in the Microsoft Office suite of programmes;
- Knowledge of HTML, XML, Markdown and PHP;
- Working on and managing multiple projects simultaneously;

Desirable

- Good knowledge of Adobe Technical Communications suite
- A minimum of 3 years' experience writing and compiling highly technical documentation

The Candidate

Flexible and curious, with a strong desire to learn and develop within the role. Must be willing to travel in order to work with internal specialists, project managers and the installations and services teams.

Based in London but with regular visits to our R&D centre in Geneva and some of our third-party suppliers. From Autumn 2018 time will also be spent at our new test facility at STFC Daresbury in the UK working with our engineers to create installation instructions and other documentation.

Applications open 18 June and close on 29 June 2018.
Apply with CV and covering letter to HR Administrator, Bianca Mercea
bm@avoplc.com

For further information, please contact Support Manager, Monika Pfuhl
mp@avoplc.com