

Technical writing, information structuring and project coordination in R&D

If you have special competencies for information structuring and a passion for knowledge sharing in an easy-to-understand way, then maybe you are the person we are looking for.

LINCO Food Systems A/S develops and manufactures solutions for Poultry Processing Plants all over the world with manufacturing in Denmark, Germany, Holland and USA. Our team “R&D Technical and Project Support” is part of the R&D organisation in LINCO Food Systems DK. The department is physically located in Trige, near Aarhus. We are presently 5 people with different specialties, all focusing on supporting our R&D organisation, and we are now looking for a new colleague with special skills within information management.

Main focus areas for R&D Technical and Project Support

- Systems (primarily SolidWorks and JIRA; interfaces to SAP and others)
- Processes (describe, optimize and support internal processes)
- Data management (secure proper data handling and good structures for information management)
- Project handling (support R&D with a framework for handling customer- and development projects)
- Knowledge sharing (Engineering Knowledge Team, Engineering Handbook, user training etc.)

Current tasks for you – Knowledge and information management

- Data- and document structuring
 - Structure and document information for use in R&D
 - Define structure for Technical Documentation in cooperation with our Technical Writers
 - Define and administer document structure for R&D
 - Create templates
- Technical writing and process documentation
 - Responsible for managing the content and the structure of our Engineering Handbook (describing specific rules for R&D at LINCO Food Systems, based on input from R&D)
 - Writing process documentation
- Administration of our Quality Management System
 - Uploading of documents
- Administration of JIRA (ticket system) (*previous experience is an advantage but no requirement*)
 - Learning and teaching best practice for how to use the system
- Information status overview – helping our R&D teams obtain an overview
 - Organise and help making reports from our tasks management system (JIRA)
 - Identify and follow-up on KPIs
- Project coordination for internal projects – particularly related to our Engineering Knowledge Team
 - Lead small working groups efficiently
 - Organise information gathering

The position is new, which gives you great influence on your tasks and daily life, as focus can be adjusted based on your interests and competencies in combination with the requirements from the organisation.

Your profile

You could have a background working as a technical writer, project coordinator, knowledge manager, information manager, technical editor, quality responsible, process consultant or similar. You could also have a more technical background combined with language skills and skills within information structuring.

We will emphasize the following qualifications:

- You are structured and it is natural for you to document what you are working with
- You can make qualified recommendations for data- and document management in R&D
- You have good communication skills both verbally and in writing
- You are good at structuring information in a way so it is easy to understand
- You can define structure on an overall level but also drill down to details on paper when writing the actual documents
- You take the lead on your own projects as well as on cross-functional working groups where you secure follow-up and progress
- You like going into detail (e.g. when writing a document) but also keep the big picture
- You have good social skills, you enjoy to be part of a team and thrive with going out into the organisation for knowledge collection
- You are fluent in English both verbally and in writing
- You are a professional user of office programs
- It is an advantage if you have experience with SAP, Visio, data management programs and JIRA
- You are quick at learning how to use new systems and like to learn more
- Technical flair would be an advantage

We offer

An exciting position with independent responsibilities and great room for bringing forward solutions to the team. We offer pension scheme, health insurance, opportunity of flexible working hours, an attractive canteen, massage, well-working staff- and art associations, and last, but not least, you will get some dedicated and able colleagues.

Recruitment and application

We process applications continuously and close the recruitment as soon as we have the right profile. If you are interested in the position, we encourage you to send your application in English as soon as possible. Upload a motivated application and CV via [Quick Apply](#). We look forward to hearing from you.

You are welcome to contact the department manager, Christina H. Bro, on telephone 2260 1438, if you have any questions about the job.

About LINCO Food Systems A/S

LINCO Food Systems A/S is part of the BAADER Group, which is one of the world's leading manufacturers of process equipment for the poultry and fish processing industries with more than 1000 employees worldwide. LINCO Food Systems A/S develops machinery, systems and fully automated process solutions for slaughter, cutting and packaging of poultry.

LINCO Food Systems A/S in Trige near Aarhus in Denmark is the centre of poultry know-how within the BAADER Group. The company develops, manufactures and sells machinery and complete systems with an export share of 95-99% to more than 80 countries worldwide. The company employs approx. 550 people distributed on two factories in Denmark, one in the Netherlands and one in the USA, and is furthermore represented worldwide by local sales offices, distributors and agents.