

# Construction first

High performance

CAD / CAE software  
for construction industry



GRAITEC is a major software developer committed to providing a highly professional complete CAD and Analysis solution dedicated to Structural Engineering and Construction.

GRAITEC Romania is looking for a wide range of entry-level and experienced professionals with computer proficiency, fluency in English and a dedication to excellence, able to work full-time in a challenging multicultural environment. The jobs are located in Bucharest.



## We are hiring:

### DOCUMENTATION WRITER

GRAITEC is seeking Technical Documentation Writers willing to learn and work in a competitive environment only for full-time.

#### Requirements

The ideal candidate MUST have:

- Solid knowledge of MS Office package
- Fluency in English
- Knowledge of at least one graphical design software (Photoshop, PaintShopPro, Corel, etc).

In addition, the followings skills are considered assets:

- German and / or French
- Experience in building help pages: Help Workshop, HTML, RoboHelp, Flash
- Experience in using translation software packages (TRADOS)

#### Responsibilities

- Write clear and concise documentation for software packages developed by the company (help files, user guides, tutorials, "What's new" documents, etc)
- Assure the translation of the documentation (images and text) with the help of specialized translators)

#### Benefits

We offer you a rewarding working environment where personal initiative and development are encouraged, together with a comprehensive and ongoing learning. We are also offering you an attractive salary, including various benefits (medical insurance, restaurant tickets).

### WEB EDITOR

GRAITEC is seeking a full-time Web Editor, willing to work in a young and competitive environment.

#### Requirements

The ideal CAD designer MUST have:

- Fluency in English, read and write
- Web design skills (HTML, Dreamweaver, Flash, image editing software)
- Ability to write clear and concise materials (news, articles, etc.)
- Good Office skills

In addition, the followings skills are considered assets:

- Understanding of technology and business sectors
- Knowledge of French / German

#### Responsibilities

The job responsibilities are including:

- Online web content editing and publishing
- Flash design
- Image editing
- Translate written materials with the help of specialized translators

#### Benefits

We offer you a rewarding working environment where personal initiative and development are encouraged, together with a comprehensive and ongoing learning. We are also offering you an attractive salary, including various benefits (medical insurance, restaurant tickets).

**GRAITEC Roumanie**

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