
Subject: Recruitment Need Detail-PME

Date: December 1, 2016

Job Title: Production Manuals Editor

Company Profile: See website www.technicaintl.com

Company Mission: Technica delivers innovative, customized and high quality solutions and turnkey lines, designed to satisfy the automation needs and the product handling of our customers, in order to improve their operation efficiency and to increase their production capacity.

Educational Background:

- BS degree in Physics or Electronics.

Experience required:

- Fresh graduates are accepted.

Working Conditions:

- Full time Job
- Based in headquarter Bikfaya-Lebanon
- Monday to Friday, 07.30 to 17.00

Accountabilities:

- Creating assembly manuals for standard designs.
- Installing safety signs; name plates and Technica logos on projects.
- Preparing the dismantling drawings of the projects and placing the corresponding labels on all dismantled parts.
- Reporting to design department all errors detected on project and all the modifications.
- Respecting and following all elements related to the 5S concept.

Knowledge:

- Computer literate with a good knowledge of Microsoft Office. AutoCAD knowledge is a plus.
- Mastering Arabic and English.

Skills, Qualities and Attitudes:

- Good Communication Skills.

Contact Person:

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