

Report Writer or foreign language secretary (Fremdsprachensekretär/in)

NDT Global NDT Global is the leading supplier of ultrasonic pipeline inspection, acoustic resonance technology (ART), and advanced data analytics. A state-of-the-art inspection fleet provides the entire inline inspection (ILI) service spectrum for gas and liquid pipelines. The full range of services includes crack, metal loss, geometry, and mapping inspection, in combination with data analysis and integrity assessments. First run success, best data quality and rapid report delivery are its key benchmarks. A skilled engineering and project management team, complemented by one of the best data analysis teams in the industry, has inspected and analyzed pipelines worldwide. The company has 14 offices around the world.



Location: Stutensee (Germany)

Career Level: Professional / Senior Level

Purpose

The Specialist Report Writer creates inspection reports for end customers and other documentation related to data analysis results. Furthermore, the Specialist Report Writer manages the overall reporting process (filing system, schedules, approval processes) as well as the documentation templates.

Responsibilities:

- Creation of individual reports for end customers in close cooperation with data analysts: Insertion of content, proofreading of content provided by SME's, formatting, assurance of comprehensiveness, grammar, orthography, etc.
- Management of reporting process and approval rounds
- Responsible for inspection report documents and templates in terms of content, styles, tracking changes, document control, etc.
- Creation of internal documentation, i.e. work instructions and process descriptions
- Responsible for filing system
- Assurance of compliance of all report-related documentation with reporting standards and industry specifications and regulations

Requirements

- Degree or experience in documentation, administration, communication, or related field
- Thoroughness and attention to detail required
- Ability to perform tasks on short notice maintaining highest quality standards
- Proficient in both in German and English required

Your Benefits

- Great long-term career prospects
- Challenging tasks in innovative and intercultural teams
- Individual opportunities for career development
- Attractive remuneration system and flexible working hours
- Hybrid work solutions
- Job bike

