

## Documentation Manager (m/f/d)

Location: Erlangen, Germany

### About Fluence

Fluence, a Siemens and AES company, is the leading global energy storage technology solutions and services company that combines the agility of a fast-growing technology company with the expertise, vision, and financial backing of two industry powerhouses. Building on the pioneering work of AES Energy Storage and Siemens energy storage, Fluence's goal is to create a more sustainable future by transforming the way we power our world. The company offers proven energy storage technology solutions designed to address the diverse needs and challenges of customers in a rapidly transforming energy landscape, providing design, delivery and integration in over 160 countries. Fluence works closely with customers throughout their journey and provides advisory, financing, and project lifecycle services.

### Job Description

As a Documentation Manager for Fluence Technology Team, you will participate and support documentation of all phases of product development and you will support the team in managing information flow and storage of developed documents (structured content) and know how (unstructured content). Your team will be in Germany and in the United States and you will perform about 75% of your work remotely. This includes but is not limited to the following assignments:

### Your field of responsibility - challenging and future-oriented

- Develop and roll out documentation management processes typical for technical development processes around Hardware and Software.
- Create and/or update work instructions as needed to document and improve processes.
- Always seek opportunities to implement process improvements.
- Develop and maintain templates for required documents throughout the process.
- Develop and maintain documentation structures in Fluence software environment, mainly Sharepoint and Confluence.
- Manage and/or support structures and processes to manage unstructured content and create a know how base.
- Manage internal documentation interface to other teams, for example the Product Management Team.
- Support audits and process development for ISO 9001 certification
- Manage and/or support the activities required to manage the tracking and archival of completed documentation.

- Manage and/or support the activities required to complete the hand-off from Technology to the Engineering change order process.
- Manage and/or support the activities to write customer facing documents, such as user manuals
- Regular reporting about activities and status to the senior leadership team

## Skills & Qualifications - solid and adequate

- Technical degree or training sufficient to understand technical content
- At least 2 to 5 years of experience in documentation management for hardware and software products or projects
- Experience with creating external customer content for user manuals beneficial
- Highly motivated self-starter and Life learner
- Fluent in English, German beneficial
- Proficient with MS Office software products
- Experience with agile management (JIRA) and Confluence highly beneficial
- developed interpersonal skills with ability to interface with colleagues remotely.

## This is how you get in contact with us - simply and directly

[fluenceenergy.com](https://fluenceenergy.com)

Please send us your complete application documents including language skills, education certificates, work references and cover letter at [careersgermany@fluenceenergy.com](mailto:careersgermany@fluenceenergy.com).

Only complete application documents can be considered.

Fluence Energy **IS AN EQUAL OPPORTUNITY EMPLOYER** and fully subscribes to the principles of Equal Employment Opportunity, to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital or familial status.