

+ BE YOURSELF – BECAUSE THAT’S HOW WE WANT YOU TO +

At Anexia, we take responsibility for all the **challenges of the digital world** – each and every day. That’s because we see ourselves as the **“Digital Transformation Engine”**. And how do we succeed in this mission? It’s simple. We are a family of facilitators with innovative ideas. We’re capable of, want to, and allowed to make things happen. That’s what makes us so unique! Do you want to be a part of our digital revolution and make history with us? **#joinourrevolution**

## TECHNICAL ADVISOR – DOCUMENTATION & QUALITY (M/W/D)

Vienna, Graz, Klagenfurt, Karlsruhe, Remote | full time

You have a good eye for structured, understandable technical documentation, enjoy working independently, and have high quality standards. Your attention to detail and clear written communication skills set you apart. If you enjoy cross-functional collaboration and making knowledge accessible to others, you've come to the right place.

### #PROFILE



- Processing internal employee inquiries and quality-related customer feedback
- Documenting and preparing quality-related aspects from work processes, internal feedback, and customer feedback
- Collaborating with relevant internal interfaces as needed
- Preparing technical information for internal distribution to support and specialist departments
- Technical preparation, revision, and maintenance of templates and process documentation in our internal knowledge database (Confluence)
- Responsibility for the quality, technical consistency and completeness of documentation
- Ensuring the technical correctness, timeliness and traceability of all documentation

- Translation of complex technical issues (e.g., orders, vServer, web hosting, domains, etc.) into practical, supportable documentation



## #WANTED

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- Experience working with Atlassian solutions (Jira, Confluence)
- Good technical understanding of web hosting, domains, and vServer
- Ability to independently prepare complex technical content in a structured, understandable, and target group-oriented manner
- Structured, quality- and process-oriented approach to work
- Experience with knowledge databases or technical documentation is an advantage
- Strong communication skills and very good written expression
- High degree of initiative and responsibility for content and its quality
- Very good written and spoken German and English skills

## #REWARD

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Anexia grew up as a family, and with our growth strategy, we intend to keep it that way. We like to take responsibility, respect one another, and we know that we can achieve whatever we put our minds to. We look after Anexia, and Anexia looks after us. Enthusiasm, experience, and competence count, so you can expect a fair salary and numerous benefits.

### salary range



min. 42.882€

### Our benefits



We are more than just a workplace. Therefore, we offer our employees many benefits (which partly depend on your position and location): good transport connections and flexible working hours. Period. Not to mention further training, a mentoring program, free parking, a mobile phone and notebook, snacks and drinks, company cars, employee events, a fun corner, ...

## #JOINOURREVOLUTION

APPLY NOW

### #ABOUT

Anexia is offering high-quality and individual cloud- and managed hosting solutions as well as individual software and app development. Anexia is also running its own, independent data centers. Founded in 2006, Anexia is headquartered in Klagenfurt and has offices in Vienna, Graz, Karlsruhe, Nuremberg and New York City. The company serves numerous international customers.



Over 350 employees at more than 5 office locations in Austria, Germany and the USA



We are ISO-certified and have had a "very good credit rating" for years



Customers such as Lufthansa, McDonalds, TeamViewer, and many more trust in our quality

**anexia**

**netcup**<sup>®</sup>

 **TELEMATICA**

**DATASIX**  
DATACENTER

### You have questions?

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