



# Symbiosis Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065B, Gokhale Cross Road, Model Colony, Pune-16

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Website: [www.scdl.net](http://www.scdl.net)

Dear Sir/Madam,

Kindly fill up the below format for our ready reference.

<p><b>Brief about the Company</b></p>	<p>Bentley is the global leader dedicated to providing architects, engineers, constructors, and owner-operators with comprehensive software solutions for sustaining infrastructure. These solutions provide users with the capabilities they need to increase cost efficiencies and maximize the return on their investments in innovation, empowering them to design, build, and operate better-performing infrastructure, which has been Bentley’s mission for the past 30 years. Bentley sustains the infrastructure professions by helping to leverage information technology, learning, best practices, and global collaboration – and by promoting careers devoted to this crucial work. Founded in 1984, Bentley has more than 3000 colleagues and offices in more than 45 countries, had 2014 revenues surpassing \$600 million, and, since 1995, have invested more than \$1 billion in research, development, and acquisitions.</p>
<p><b>Current Opening (Designation)</b></p>	<p><b>Intern- Technical Writer</b></p>
<p><b>Profile of the Candidates</b></p>	<ul style="list-style-type: none"> <li>• Conduct research through interviewing subject matter experts and experimenting with software functionality in varying stages of development.</li> <li>• Author all types of content — conceptual, procedural, and reference.</li> <li>• Create illustrations of product components and their operation.</li> <li>• Develop documentation in an Agile environment.</li> <li>• Liaise with different departments, including engineering, product management and user knowledge, to get the documentation reviewed and approved.</li> </ul> <p><b>Qualification/ Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Excellent command of the English language, written and verbal.</li> <li>• Ability to comprehend and communicate highly technical, complex subjects.</li> <li>• Demonstrated analytical and research skills.</li> <li>• Strong editorial skills.</li> <li>• Capacity for working in a fast-paced environment.</li> <li>• Knowledge with structured help authoring and content management systems.</li> <li>• B.E./ B.A./ M.A./ BSc./ MSc. with an academic concentration in technical communication preferred.</li> <li>• Knowledge of CAD software such as MicroStation or AutoCAD is a plus.</li> </ul> <p><b>Skills preferred:</b></p> <ul style="list-style-type: none"> <li>• DITA compliant documentation authoring and content management systems.</li> <li>• Knowledge with XMetal authoring software and Trisoft content management.</li> </ul>

	<ul style="list-style-type: none"><li>• XML and HTML.</li><li>• Proficiency in Camtasia or similar.</li></ul>
<b>Locations</b>	<b>Magarpatta City, Hadapsar Pune 411 013</b>
<b>Number of Candidates</b>	<b>1</b>
<b>CTC / Pay Package</b>	
<b>Date of Joining</b>	<b>At the earliest</b>
<b>Selection Process &amp; Criteria</b>	<b>Profile screening, technical interview followed by HR interview</b>

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With Warm Regards,

Enrollment Department.