

Technical Writer Poland, Estonia, Croatia Information Development.

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Company: Eleks

Location: Poland

Category: arts-design-entertainment-sports-and-media

ELEKS is looking for a Technical Writer in Poland, Croatia, Estonia.

REQUIREMENTS

More than 1,5 years in the Information Development/Technical Communication/Technical Writing field

Advanced or Proficiency English

Ability to show the portfolio of documentation samples or perform the practical test task

Extensive experience with producing various deliverables: user manuals, help systems, technical/operations manuals, API documentation, knowledge bases, video tutorials, etc.

Extensive experience with professional tools like MadCap Flare or ATCS, Camtasia, or Storyline

Experience starting documentation projects from scratch

Outstanding communication and presentation skills

Initiative and proactive

RESPONSIBILITIES

Understand the product requirements and identify the requirements for the publications to be developed with minor supervision of senior staff.

Identify client's writing style and write technical documentation that conforms to publication

standards (Microsoft, Apple, Chicago) with minor supervision of senior staff.

Estimate documentation development efforts and agree task deadlines with Project Manager or Head of IDO.

Communicate the status of documentation tasks in progress to ensure timely delivery.

Interview subject matter experts to obtain ongoing details on the projects.

Create documentation templates for various document outputs.

Write and edit interface and procedural documentation including user guides, installation guides, quick-reference guides, release notes, system configuration guides, and help systems.

Create various types of video documentation under supervision of senior staff.

Implement and support single-sourcing, structured authoring, and minimalism.

Create documentation interactivity elements (index, hyperlinks, related topics, etc.).

With minor supervision of senior staff, create context-sensitive help systems and cooperate with the development team to embed them into the product.

Conduct peer reviews to aid in proofing documentation prior to distribution; ensure that documentation is consistent and meets style guide and branding requirements.

Follow all stages of documentation development and provide high-quality results.

Translate technical texts that require minor review and editing from senior staff.

Perform basic troubleshooting of document outputs and formatting using HTML, XML, and CSS.

Take active (or passive) part in competence development events of IDO.

Take part in coaching and mentoring of the junior staff.

What will you get with ELEKS

Above average compensation and competitive Social package ()

Competence development

Team of professionals

Dynamic environment with low level of bureaucracy

ABOUT

ELEKS is a custom software development company. We deliver value to our clients, thanks to our expertise and experience gained from working as a software innovation partner since 1991.

Our 2000+ professionals located in the Delivery Centers across Eastern Europe and sales offices in Europe and North America, provide our clients with a full range of software engineering services. These include product development, QA, R&D, design, technology consulting and dedicated teams.

Benefits

undefined

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