Our company is growing rapidly and is looking for a senior technical writer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior technical writer

- Draft, edit, and publish content for multiple deliverables, including user interface text, error messages, release notes, and administrator guide
- Acquire thorough understanding of our style guide, tools, and processes
- Contribute to Information Development team projects
- Prepare content for online delivery
- Participate in cross-product team alignment meetings, learns from discussions, and incorporate detail into topics
- Collaborate with other teams to write easy-to-understand user interface text
- Identify and gather client issues into thought-leading content
- Prepare technical product documentation and new release highlights for clients
- Review, edit, and develop internal processes and documents
- Collaborate, manage, and maintain our internal wiki articles

Qualifications for senior technical writer

- Set priorities and escalate issues appropriately
- Demonstrate mastery with tools including Microsoft Office, Confluence, Author-it, Acrolinx, and Adobe products and technology including operating systems, programming concepts, and source control
- Experience with Source Control software (Perforce, CVS)
- Bachelors degree required, preferably with major in English, Communications, Journalism, or Technical Writing
- Excellent communication skills – not limited to writing abilities