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

Responsibilities for staff technical writer

- Work with internal and external suppliers to ensure quality of final documents
- Manage budgets associated with related tasks
- Participate in modernizing our documentation
- Own and manage development and maintenance of documentation and training tools for both the User Interface the Platform
- Work with the Engineering and Product Management teams on assuring that our product copy and messaging is simple, concise, and consistent
- Carry out assignments from beginning to completion with little assistance
- Acts as the content strategist and technology-focused authority for content design
- Verifies technical content by testing the product
- Write user documentation for business analytics applications
- Help pave the way for content based on use cases and customer scenarios

Qualifications for staff technical writer

- Bachelor's degree in Technical Communication, Computer Science, Educational Technology or related discipline with 12 + years of experience, or Masters Degree with 8+ years experience, or the equivalent in training and/or experience
- Strong proficiency with editing and production tools
- Strong knowledge of publication systems
- Strong team leader skills with ability to supervise and excellent people skills
- Strong ability to manage and lead complex tasks from kick off to delivery