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

Responsibilities for tech writer

- Meet deadlines and plan ahead with an eye on growing our (and your) editorial impact
- Work closely and coordinate with Editor in Chief and Gadget Hacks teams on a daily basis to keep things running smoothly and develop new coverage areas
- Is responsible for the creation and maintenance of documentation such as instructional guides, reference manuals, job aids such as systems and technical design templates, handbooks, reports, proposals, and brochures
- Analyzes, interprets, composes, and edits computer system information
- Work with design engineers to understand technical design specifications, diagrams
- Contribute to multiple documentation efforts and work on projects with multiple contributors
- Work with subject matter experts to create conceptual, task, and reference documentation for the developer audience
- Scope out documentation plans for new features and products
- Participate in planning and drafting design requirements of sample applications and code examples as part of documentation planning process
- Review proposed product specifications and product design documents with development team

Qualifications for tech writer

- Proficiency with authoring formats such as Markdown, reStructuredText, and

- Familiarity with documentation build tools such as Gitbook, Sphinx, Mkdocs, and Read the Docs
- Ability to work with minimal direction toward predetermined goals and learn independently through experimentation with tools
- Experience writing technology content for a digital media company is a must
- Well-organized, accurate, thorough, and detail-oriented
- Familiarity with Google Analytics, and other newsroom tools