

Technical Writer Ia EveryMatrix - BestJobs

Got a head full of ideas?

Good.

We are looking for a bright and dedicated **Technical Writer**, who is just as excited about writing test case scenarios and documentations as Shakespeare was about writing tragedies.

It is a great opportunity, to work in a tech-driven company. Full of interesting and challenging projects, in a relaxed and friendly environment, our headquarters are in the heart of the city, at Unirii Square.

Responsibilities:

- Composition of clear, concise, documentation in print or PDFs
- Providing online help content, aimed at technical as well as non-technical audience
- Creating a broad range of technical publication, for both hardware and software (ranging from system user and administrator guides to training manuals, requirement specifications and other related documentation)
- Developing documentation and courseware, need in supporting our clients' products, processes and software applications

Requirements:

- At least one year experience in a similar role (**mandatory**)
- Experience in preparing product manuals, release notes, training materials etc.
- Ability to create technical and business project documentation in Word, Excel, Visio and Powerpoint as well as in PDFs
- Experience in researching and gathering relevant technical data from the subject matter experts (developers, programmers, engineers), as well as from internal documents
- Experience with project and application management tools
- Business, analysis and project management skills
- Excellent and efficient communication skills (written and spoken)

Perks and benefits:

- Flexible schedule
- We offer relocation bonus & accommodation support
- We provide a daily catered lunch
- We hold teambuilding activities and office parties throughout the year
- Our offices are in the heart of the city, at Unirii Square
- You will be part of a young and pleasant work environment
- We lighten up our workplace with an entertainment corner

- And an ever-growing, IT library!

Rush your resume at career@everymatrix.com.



