

Technical Writer - Information Developer la AQUASoft - BestJobs

Location: Bucharest, Romania

Summary

Experienced information developer/technical writer, able to work in Adobe FrameMaker, Arbortext and ID Workbench to create Installation Guides, etc. Graphics experience would be helpful (Illustrator).

Job Summary

The Information Developer will complete information development projects and keep information deliverables organized and on schedule. They apply appropriate technical writing, editing, multimedia, visual design and tools skills, as required. They design and develop elements for user interface (UI), web, multimedia delivery, print, and other information deliverables.

Responsibilities

- Plans and develops sections or complete information deliverables
- Applies latest professional content development standards and principals to plan and develop user assistance
- Plans for and uses content management principals and follows company standards for content development
- Works closely with R&D and sales to develop a plan to meet customer needs for technical documentation and learning products
- Communicate with worldwide teams to gather information for creating new documents or updating existing documents
- Develop new technical documentation based on functional specifications, hands-on use of the product, and interviews with subject matter experts
- Responsible for editorial reviews to ensure accuracy, consistency and usability of the contents

Qualifications

- Minimum of 5 years experience in technical writing within the high tech industry. Experience in networking industry a significant plus.
- Excellent writing and technical skills in developing documentation and user assistance for print and online media

- Proficient in written and spoken English language
- Excellent skills in print and online authoring tools, including Arbortext, IDWorkbench, Microsoft Word, and Acrobat. Adobe FrameMaker skills also desired.
- Ability to interface with, manage and influence multiple internal and external resources on multiple projects to achieve desired results, on schedule and within budget
- Customer satisfaction mindset
- Flexible and able to make decisions and operate within fast-moving, startup-style environment
- Able to manage parallel projects and activities
- Goal oriented, organized, self-motivated, creative, have a strong attention to detail, and have the ability to work effectively in a cross-functional team with sales and R&D
- Graphic design ability and working knowledge of one or more of the following products is a plus: Adobe Photoshop, Illustrator, InDesign, Flash.

Education/Degree(s)/Certifications

Undergraduate degree or equivalent

