

# Junior Technical Writer | Joobs



## Description

**JOB PROFILE** in a nutshell:

Imprezio Global is seeking a **Junior Technical Writer** for a long-term cooperation.

Your main responsibilities will be to create and maintain traditional and browser-based documentation for our software products. You will be elaborating product documentation mainly aimed at the USA market, as well as internal documents.

Your **RESPONSIBILITIES** include, but are not limited to:

- Create, maintain and update technical documentation in English (user guides, online help, specifications etc.) for software applications
- Work closely with SMEs in Romania and the USA to collect product information
- Attain hands-on and in-depth knowledge of products
- Translate, proof-read or create documents for company use
- Establishes and documents processes that support the continuous improvement of sound business practices

To join us, you must meet the following **REQUIREMENTS**:

- Proficient in English and Romanian, especially written
- Technical savvy and ability to understand technological processes
- Solid knowledge of Microsoft Office tools
- Familiar with software development life cycle
- Logical thinking
- Attentive to details, self-motivated, eager to learn

Why work for **US**?