

TECHNICAL WRITER la Oracle Romania - BestJobs

The Oracle Health Sciences Global Business Unit develops integrated solutions targeted to clients within the healthcare, safety, and clinical trial industries. The doc team is responsible for development and publication of all health sciences documentation, including installation, implementation, administration, and user guides, release notes, online help, and other reference documents.

Join our experienced team as a writer, responsible for research, authoring, development, and publication of documentation deliverables. You will develop documentation sets, interfacing with product managers, development managers, individual developers, and other members of a global development team.

Brief DescriptionCreates, develops, plans, writes and edits operational, instructional, maintenance, test or user manuals for paper, multimedia or web-based publications. Contributes to the timely design, production and delivery/completion of product documentation and document sets.
Detailed DescriptionAs a member of the technical writing division, you will design, create and deliver whole product documentation sets and/or related courseware. Edit, organize and direct the work activities of other technical writers and staff. Plan the format, arrange the layout of publications and edit work for conformance to publication standards and specifications.
Job RequirementsDuties and tasks are varied and complex utilizing independent judgment. Fully competent in own area of expertise. May have project lead role and or supervise lower level personnel. BS or MS degree or equivalent experience relevant to functional area. 4 years of software engineering or related experience.
Additional Details

Responsibilities:

- Design and develop the comprehensive suite of user assistance materials (training materials, documentation, and online help) for new and existing products.
- Actively participate in audience and task analysis when developing the doc and training plan and its associated deliverables.
- Create and maintain documentation and training plans and project schedules. Communicate status to project lead or department manager.
- Become an integrated part of the project's development team.
- Build and maintain Subject Matter Expert relationships in other departments.
- Improve on internal processes, procedures, work instructions, and other standards and templates used by the department.
- Ensure that deliverables meet established plans, requirements, schedules, and standards.
- Work closely with other departments to ensure that materials deliver content accurately, effectively, and efficiently.

Skills:

- Ability to install, configure, learn, use, and explain software products.
- Ability to produce materials for users of varying backgrounds.
- Ability to multi-task in a fast-paced and detail-oriented environment.
- Ability to work independently when necessary and as part of a product team when required.
- Skilled and resourceful at gathering information from diverse sources.
- Exceptional verbal and written communication skills.
- Familiar with software development and maintenance processes.
- Familiar with task analysis methods and strategies.
- Familiar with project management, time estimating, metrics and project planning.

Please submit your CV in English! Thank you!