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Senior Technical Writer - Service Engineering

Sql - Technical Writer - HTML authoring

Career level Middle (2-5 years), Senior (5-10 years)

Spoken languages English

Job Address(es) Bucharest (/en/jobs-in-Bucharest)

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This senior Technical Writer position is within Service Engineering, part of Oracle's Advanced Customer Services organization. Service Engineering a fast-paced, global development organization that produces revenue-generating products and services. The Technical Writer will work intensively with globally dispersed developers and product managers to produce customer-facing materials.

Key Responsibilities:

- Creating and maintaining customer-facing user documentation (PDF, HTML using standard Oracle templates, and authoring/updating native help files in SQL)
- Editing internal-facing release announcements in MS-Word and HTML based on inputs from subject matter experts; providing feedback on grammar, content, to all levels.
- Authoring and updating HTML fragments for departmental intranet site using Oracle's content management system (Oracle WebCenter Content)

Required Qualifications:

- BA/BS in Technical Communications or a technical or scientific field that required intensive writing or commensurate experience
- Expert command of the English language, written and oral
- Five or more years previous experience in writing software documentation
- Knowledge and experience working with geographically distributed teams
- Expert-level skill in Adobe Framemaker
- Expert-level skill in Adobe Acrobat
- Expert level skill in HTML authoring

- Knowledge and experience working with help files in SQL
- Knowledge and experience working on Agile scrum teams



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Desired Qualifications:

- Knowledge and experience with Camtasia or equivalent for producing videos
- Knowledge and experience with Microsoft Visio for producing explanatory diagrams
- Familiarity with Cloud services and data centers
- Interest in smart devices and emerging technologies
- Familiarity with using source code versioning systems such as Subversion

Soft Skills:

- Ability to manage multiple projects simultaneously
 - Well organized but can adapt to fluid requirements and environments
 - Driven to see projects to completion
 - Initiative to promote process improvements and and assume stray projects
 - Problem-solving orientation
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