Technical writer

software tester - asistent manager - project manager - reprezentant vanzari - Business Analyst - Copywriter - Technical Writer

Nivel cariera	☐ Senior (5-10 ani)
Limbi vorbite	☐ engleză
Adresa/ adresele jobului	☐ Cluj-Napoca
Salariu aproximativ brut oferit / luna in euro	☐ 1 €

☐ Distribuie (https://www.facebook.com/sharer/sharer.php?u=https://www.bestjobs.eu/ro/loc-de-munca/technical-writer-6)

Expira in 2 luni

At Telenav, we believe the car is at the beginning of a massive innovation wave that mirrors what happened on the smartphone several years ago. Building on our long history of mobile and in-car navigation software and services, we are on a mission to make people's lives less stressful, more productive and more fun when they're on the go.

Do you dream of what cars of the future will look like when you combine them with connectivity, a smartphone, and cloud services? Can you imagine uniting those dreams with a company that has the skills and relationships to make that a reality? If so, Telenav wants you!

The job of a technical writer is to gather, clarify and describe technical information to end-users. The information can be presented in the form of user guides, help files, tutorials, instructions and so on. Your role is to first learn a product/procedure as well as possible and then describe it in a concise, clear, non-ambigous form, taking into account the needs of your audience.

"A technical writer is a person whose job it is to get the right information to the right reader at the right time."

Responsibilities:

- Create user guides and instruction manuals;
- Describe procedures and processes step by step using clear, concise and "to the point" sentences;
- Proof read and edit technical documents;
- Maintain documentation created by you or others by constantly revising it for changes, corrections, or improvements. In brief: keep the publication up-to-date;
- Conduct research on the product/topic you are writing about, mainly through conversations with members of the team you are part of: UI/UX designers, QA, developers, product managers, etc.;
- Take an active role in testing the products you are writing about, to ensure they work the way they are documented to work.

Requirements:

- Must have excellent written and verbal communication skills in English;
- Proficiency in MS Office (especially Excel, Word and PowerPoint);
- Able to present information in a pre-defined structure (i.e. follow templates);
- Must have the ability to express instructions clearly and briefly;
- Comfortable with IT terminology.

Additional skills that are considered a plus:

- Basic HTML and CSS skills; familiar with Confluence and JIRA;
- Knowledge about the software process development;
- Experience working in an Agile environment.

What we offer:

- An opportunity to work in a global product company working on cutting edge products in a rapidly innovating industry;
- A challenging, fast paced environment working with very smart highly skilled teams;
- The opportunity to work with the latest technologies and best practices;
- Being part of a great community.

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