

Technical Writer | Temenos Careers

Job Purpose: The primary responsibility of the Technical Writer is to create and/or edit technical documentation and to maintain documentation for Temenos products. This role will be great for those people who finished a technical/computer science university and are not interested in working as a programmer.

Main activities:

- * Identify in advance the documentation needs, based on the product release schedule;
- * Research and translate technical information from/into manuals and/or web-based documents for specific users;
- * Publish documentation in correspondence with established guidelines;
- * Build and maintain the technical documentation style guides and standards;
- * Develop, write and edit user manuals and technical guides for Banking products;
- * Communicate information and ideas clearly, and concisely, in writing;
- * Perform quality checks on other deliverables and ensure the quality of own work before hand-off to customers.

Required qualifications:

- * Technical background is a real plus;
- * Hands on experience including but not limited to: (writing procedures, client facing/client negotiations, meeting deadlines, versioning documents);
- * Possess excellent skills in the English language and be able to communicate clearly and concisely with a keen eye for document design;
- * Ability to use MS Office products (Word, Excel, Project, Visio, Power Point);
- * Ability to thoroughly research and understand new software products;
- * Self-starter and ability to work independently;
- * Flexible/adaptable with ability to set and manage multiple priorities;

- * Excellent written and oral communication skills.

What are your benefits?

- * The opportunity to develop a career within a stable multinational environment;

- * Motivating salary;

- * Meal tickets;

- * Medical insurance;

- * Massage sessions;

- * Relaxation room (pool table/ ping pong, board games);

- * 25 days Annual Vacation;

- * Dynamic, young and enthusiastic team.

[Apply for this job](#)

Location:

Bucharest