Role: Technical Writer
$1000 - $1500

Job Purpose:

Document software systems and processed for all relevant stakeholders.

Job Duties:

- Evaluates applications by studying systems flow, data usage, and data requirements.
- Attending planning/briefing meetings.
- Collaborating with developers and managers to clarify technical issues.
- Confer with customer representatives, vendors, developers, or management to establish technical specifications and to determine subject material to be developed for publication.
- Understanding the technology and applications for which documentation is to be prepared.
- Gathering and analysing the information needs of the user.
- Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- Maintain records and files of work and revisions.
- Edit, standardise, or make changes to material prepared by other writers or establishment personnel.
- Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.
- Select photographs, drawings, sketches, diagrams, and charts to illustrate material.
- Perform miscellaneous marketing and business development activities
- Keeping up to date with developments and trends in the industry and attending training courses.

Skills/Qualifications:

- Proven technical writing and editing skills
- Superior command of the English language including rules and usage
- Strong analytical, planning, organizational, and time management skills
- Strong research skills including gathering and analysing data from multiple sources (subject matter experts, project managers) to develop Web content, training materials and online help content
- Proven ability to create creative, unique, and relevant content
- Superb interpersonal communication skills, particularly where technical information must be conveyed in a clear and convincing way
- Ability to meet aggressive deadlines
- Proficient computer skills, especially Microsoft Office applications
- Ability to function effectively as part of a team
- Ability to maintain discretion and confidentiality
- Ability to understand and follow directions

Applications:

Interested professionals can apply by sending their updated cv and a cover letter highlighting their suitability for the role to
claude.dsouza@hallmarkrecruitment.co.uk with the vacancy as the subject line. Use 020201270 for any inquiries