

Technical Writer (male/female/diverse)

Job Description

As a Technical Writer, your mission is to ensure that the most valuable product documentation gets consistently delivered to market in a timely manner. The Technical Writer must collect information from various stakeholders such as Product Management, Software Development and Quality Assurance, and use that information to write clear and concise technical publications. The position reports to the Research & Development organization. This is a remote fulltime position with 40 working hours per week. Xavo is an equal opportunity employer and will consider all applicants if they comply with the capabilities and prerequisites listed below.

Responsibilities

- Studies the needs of the target end-user
- Analyzes and understands all relevant artifacts defined upstream (i.e. requirements, design, software, etc.)
- Delivers Technical Publications for the Xavo software product to customers in the English language
- Defines and maintains consistent format and content across product functionalities and releases

Required Skills & Capabilities

- 3+ years of professional experience developing software documentation
- 3+ years of professional experience developing online help
- Excellent writing, communication, and analytical skills
- Fluent in spoken and written English
- Ability to work as part of a team
- Strong time management skills
- Degree/certification in Technical Writing, English, Journalism or related field

Desired Skills & Capabilities

- 3+ years of experience developing software documentation in an R&D department of a software company
- 3+ years of experience developing online help using Help Authoring Tools (HAT) such as Madcap Flare, Adobe RoboHelp or equivalent
- Experience developing, publishing and maintaining online training material
- Familiar with web standards such as HTML, HTTP, REST, JSON, JavaScript, Markdown
- Degree/certification in Information Technology or related field
- Experience in Life Science R&D processes

Our Offer

- A professional experience that's equally interesting, inspiring and challenging in the growing Software market with the opportunity to continuously learn and self-improve
- Adequate compensation and benefits
- A collaborative environment where team play is the main mode of operation
- Learn to work with state-of-the-art technologies and processes

Applications are to be submitted to career@xavo.com.