

# Technical Writer

As a member of the technical writing division, you will **design, create and deliver whole product documentation** sets and/or related courseware. Edit, organize and direct the work activities of other technical writers and staff. Plan the format, arrange the layout of publications and edit work for conformance to publication standards and specifications.



## RESPONSIBILITIES

- Work closely with product manager, development team, and technical writing team to successfully deliver assigned documentation projects
- Proactively research product changes to determine scope of edits for assigned areas of documentation
- Independently write new documentation based on use cases, user stories, feature requirement documents, specifications, information from developers and product managers, and use of the product
- Revise documentation to incorporate product updates and product enhancements requested by customers and internal users
- Provide input on documentation design and implementation
- Proofread and edit documentation to ensure consistency of language and style, as well as correct application of templates
- Attend and actively contribute to writing and scrum team meetings

## QUALIFICATIONS/SKILLS

- Bachelor's degree (or equivalent) and 1+ years of experience as a Technical Writer OR transferrable writing experience

- Attention to detail; excellent English skills; and proficiency in proofreading/editing, writing, and verbal communication
- Technical aptitude and experience: ability to quickly learn how to use complex software products, passion for technology
- Self-starter: motivated and able to take the initiative
- Excellent strategic thinking, time management, and prioritization skills: ability to create high-quality documentation while making tradeoff decisions; experience in meeting tight deadlines and adapting to changing priorities
- Experience with the Windows operating system environment and Microsoft Office software, and with current word processing, desktop publishing, and graphics software

## WE OFFER

- Permanent contract with full company benefits
- Non-standard salary compensation
- Engagement with the global team
- Career development and growth within the Technical Writing team

Contact Lucie Dolezalova on [ldolezalova@netsuite.com](mailto:ldolezalova@netsuite.com)