Technical Writer - Job Description:

- Plan, create, and modify technical documents, including user specifications, manuals, and test plans to facilitate the software and product development.
- Interpret complex software/product features and functions and translate them into a concise, relevant, and readable format.
- Ensure timely release of documents in line with scheduled product releases.
- Ensure accuracy (technically, sentence formation etc) of documents within short turnaround times.
- Keep documents up to date with changing customer requirements and technological advancements, with proper version tracking.
- Proactively track and co-ordinate with other team leaders for current/upcoming assignments.
- Review/assist Product development teams in reviewing and editing Internal Documentation etc.
- Follow the doc conventions as per the GX Style Guide.

Pre-requisites:

- Engineering degree in IT/Computers/Electronics and Communication
- Good command in English written and verbal communication skills
- Positive temperament
- Good team player
- Tools: Mandatory: Adobe FrameMaker

- Preferred:

    - Adobe Acrobat
    - MS-Office
    - MS-Visio
    - Screen Capturing tool
    - Version Control System like CVS/Perforce etc.

Knowledge/experience

- Minimum 3 years' experience
- Familiarity with Software Development Life Cycle and Telecom products.
- Ability to create doc templates and create documents from scratch if required.
- Have flair for writing.
- Eye for detail.
- Research & Analytical skill set

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