

Pixstar Corporate Position Description



Position Title:

Technical Writer

Position summary:

Working with project managers and technical trainers, this position is responsible for developing and maintaining technical materials including SDLC documentation artifacts, technical manuals, user guides, operating and maintenance instructions and/or training materials.

Position Tasks:

- Organize material(s) and complete writing assignment of all project SDLC artifacts according to set standards regarding content, order, clarity, conciseness, style, and terminology.
- Develops and maintains data processing, data modeling and other flow-chart styled documentation, where applicable, based on industry standards.
- Maintain records and files of all documentation and revision history.
- Edit and standardize material prepared by other writers or personnel.
- Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.
- Creates or select photographs, drawings, sketches, diagrams, and charts to illustrate material.

Required Skills Sets:

- Minimum of two (2) years experience planning and coordinating the preparation of project and/or system documentation, such as data-flow drawings, system specifications and user interface instructions.
- Proven experience working with the System Development Life Cycle (SDLC) process as it applies to the development and quality assurance of all task artifacts, processes and activities.
- Extensive experienced in data processing, data modeling and flow-charting methodologies.
- Excellent skills in oral and written communication, analysis and problem solving.
- Knowledge of applicable copyright practices and laws.
- Demonstrates the ability to work under minimal direction with considerable latitude for the use of initiative and independent judgment.

Experience and Education:

Bachelor's Degree or equivalent work experience.

Additional Attributes:

- Possess extensive experience in use of a personal computer running in a Microsoft Windows operating environment and all Microsoft Office Professional applications (Microsoft Word, Excel, PowerPoint, etc.).
- Demonstrate oral comprehension & expression by listening to and understanding information and ideas presented through spoken word and communicate information and ideas in speaking so others will understand.

- Show written comprehension & expression by reading and understanding information and ideas presented through written documents and communicate information and ideas in written form so others will understand.
- Present strong organization skills by utilizing organizational tools, time and methodologies to perform multiple simultaneous tasks at any given time in order to meet or exceed specific objectives and project milestones.
- Display professionalism by maintaining professional composure and effectiveness in a rapidly changing environment with high customer expectations.
- Possess excellent problem solving skills and the ability to actively participate in a team environment.