



Startup Farms International

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Job Description:
Lead Technical Writer (Information Developer)

Job Skills:

The ideal candidate for this position is someone who:

- Coordinates well with engineering staff to gather technical information
- Works well with publication and production tools
- Managing and guiding through one or more resources on a distributed environment is must.
- Has a talent for paying attention to detail even under tight deadlines
- Can convert notes in "Engineers" into comprehensible release documentation
- is reliable and responsible

You should also have:

- A knack for creating efficient document production processes
- The ability to learn on-the-job
- The desire and ability to present information in a format that user can easily access and understand
- The ability to track your own projects and estimate your workloads and report the status on weekly basis.

Tasks:

- Create software product/solutions documentation -- in particular, user-oriented release information (configuration guide, user guide, installation guide, release notes, online help etc)
- Define new terminology
- Describe application configuration and procedures
- Proofread and edit content from a usability and readability perspective
- Ensure quality of documentation

Requirements:

- Degree in technical writing, engineering, or a related subject, and 6+ years work experience
- Ability to explain complex concepts in an understandable and clear manner
- Enjoy contact with people and passing on your knowledge to others
- Proficiency in Adobe Frame Maker and Adobe Acrobat



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- Proficiency in XML and Arbor text Epic Editor highly desirable Knowledge of the Oracle Applications, SAP application or other ERP solutions and business processes (finance and sales & distribution) highly desire
- Familiarity with screen capture and graphical tools and basic knowledge of user interface
- Willingness to learn new subject matters quickly
- Ability to work in a team and ability to work under tight deadlines