

Job Title – Technical Writer

Job Description:

We are looking to hire a Technical Writer with 1-3 years of working experience for Semantic Web Tech (SWT), Bangalore office. This is an **Immediate Opening** – currently a contract position which may become a full-time position in future.

The Technical Writer will be responsible for creating and maintaining content related to the software products and services at SWT. Content means documents such as Software Requirements, Design documents, Help menus, Software Usage manuals, Functionality / Code documentation, articles, FAQs, etc.

This is an exciting opportunity to work in a dynamic environment supporting multiple projects simultaneously.

Qualifications and Skills:

- Bachelor's Degree in English / Science / Engineering.
- 1-3 years of relevant work experience.
- Certificate in Technical Writing is an added advantage.
- Good knowledge of MS Office (Word, Excel, PowerPoint). Skills in picture editing (Photoshop, Illustrator) is desirable.
- Excellent writing and communication skills and ability to communicate a complex concept in plain language.
- Knowledge of product documentation from the user's viewpoint.
- Ability to grasp technical product details quickly using existing documentation and talking to SMEs.
- Ability to conduct in-depth technical and business research on complex concepts.
- Ability to review and format functional and technical documentation.
- Strong analytical skills to understand and write functional documentation for new enhancements.
- Good self-organizational skills and independent working style.
- Willingness to work in a team with different cultures and with external consultants.
- In-depth understanding of authoring tools and content management system.
- Self-motivated, Organized with a strong attention to detail.

Responsibilities:

- Work independently with technical teams to collate inputs for documentation.
- Create and maintain documentation based on technical input from engineers and scientists.
- Work with technical members to create online help and other forms of documentation that enhances the user experience.
- Write / review release notes for resolved defects, database changes and new enhancements.
- Write / review documentation for new enhancements or changes to the application.
- Write / review functional and technical user documentation along with drafting documentation for new functionality.
- Adhere to best practices while creating documentation.
- Research latest trends and technologies to adopt latest tools and processes.
- Communicate clearly and report project status.

Salary: Comparable to Industry Standard (based on experience and requirements fit)

Location: Bangalore / Hybrid / Remote