

Technical Writer

Corda Technologies, a rapidly growing software company and leader in data visualization and executive dashboard software, is expanding our development team.

We are searching for a creative and hard working technical writer with 0-2 years of experience who wants to work as part of a highly productive development team.

As one of the best places to work in Utah County, Corda offers a competitive salary along with an exciting benefits package including medical, dental and vision insurance, 401(k) retirement plan, life insurance, short-term and long-term disability insurance, health club benefit, and a very fun and active environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, writes, and maintains information for internal and external audiences such as online help, installation and upgrade instructions, and wiki information.
- Researches available product information; interviews remote and local technical experts; conducts independent tests of technical features and software/documentation usability.
- Functions as a member of a cross-functional software team in an agile development environment; collaborates with product management, software engineers, quality assurance engineers, and support personnel to produce product documentation based on established deadlines and milestones. Attends and reports at regular team meetings.
- Performs and implements technical and peer reviews of product documentation.
- Understands different user levels and writes to the appropriate level. Adheres to department standards, including templates and style guides.
- Provides status updates on projects as required by management. Coordinates with other technical writers on documentation projects.
- Develops working knowledge of product functional areas as assigned.
- Develops proficiency in the company's internal processes and department guidelines.
- Performs other duties as assigned.

QUALIFICATIONS

Required

- Bachelor's or Master's degree in Journalism, English, or Communications, or equivalent experience.
- Excellent written and verbal communication skills.
- Good analytical and problem-solving skills, and an aptitude for technical concepts.
- Ability to write for different audiences.
- Ability to work in a team environment and independently.
- Ability to work on multiple projects at the same time.

Preferred

- Knowledge of basic HTML, wiki markup, or web design.
- Experience with web-based application documentation or online help documentation.
- Experience with screen capturing, creating illustrations and diagrams, or graphics manipulation.
- Ability to research and understand new technologies.
- Experience with Mac, Linux, or Unix product environments.

For IMMEDIATE consideration please email your resume to Corda Human Resources:
jobs@corda.com