



PRODUCTS DEPARTMENT

TECHNICAL WRITER

Poland – Warsaw – Cosmopolitan/Twarda 4

JOB DESCRIPTION

Synchron is seeking a highly capable individual to help produce high-quality documentation that will help our customers get the most out of our products.

RESPONSIBILITIES

- Create, develop and maintain users' manuals, technical manuals, training material, engineering processes descriptions and other types of documentation.
- Become one with our development teams to deeply understand the next generation platform under development. Work closely with product managers, developers, testers and business analysts to gain product knowledge to develop documentation.
- Manage complex documentation projects.
- Edit, clarify, and proofread documents written by others, and coach non-writers on ways to improve their writing skills.
- Develop and maintain internal style guides and documentation templates.
- Make assessments on documentation needs.
- Contribute to online user guides and our knowledge base on Confluence.

REQUIREMENTS

- Three years of technical writing experience from a software development company.
- Excellent grammar, editing, organization, written and verbal technical communication skills in English are essential.
- Knowledge of DITA and reStructuredText or willingness to learn them.
- Ability to write clearly and concisely.
- Ability to work independently.
- Very good knowledge of MS office tools.
- Ability to adapt to changing priorities in a highly multi-tasked environment.

ABOUT US

Synchron is the global leader in cloud-based aftermarket service optimization. Synchron provides inventory management, price management and master data management software to global enterprises around the world. Headquartered in Stockholm, Sweden with offices in Warsaw, Malmo, Birmingham, Munich, Atlanta, Chicago, Palo Alto and Tokyo Synchron combines a passion for innovation, business process

expertise, and a global collaborative workforce to deliver immediate and measurable improvements for its clients.

If you are interested in applying for this position please send your CV via email at rekrutacja@syncron.com, Please indicate job code **PR_PM_KA_PL** in subject line of email. We will contact only with selected candidates.