

THE INTEGRITY GROUP

Technical Writer

LOCATION

Houston, TX

OBJECTIVE

Experience in documenting software and highly complex IT hardware systems and architectures. Candidate must be able to handle documentation projects from start to finish with minimal direction, while managing schedules and meeting deadlines. Position requires ability to multitask effectively, despite ambiguity, and thrive in a fast-paced, time-compressed, and dynamic environment. Must have strong interpersonal skills and be able to communicate effectively with subject matter experts, project managers and other team members. Experience using Frame Maker + SGML is a plus. Understanding of the concepts involved in single sourcing and familiarity with content management and XML-based editors is also a plus.

JOB QUALIFICATIONS

- Ability to understand and document highly complex technical Information Technology concepts and products (hardware and/or software components, systems and architectures).
- Ability to learn new technologies quickly and transfer knowledge about them clearly.
- 3-5 years experience writing technical documentation.
- Must have written manuals and user documentation for IT hardware and software
- Experience with Windows and one or more of the following operating systems HP-UX, Mac OS, Solaris, UNIX
- Tool proficiency in FrameMaker+SGML and XML editors is a plus, Adobe Acrobat, Adobe Distiller and Visio.
- Attention to detail and technical accuracy. Ability to take ownership of the documentation for a product area and see it through to completion of the product and documentation cycle.
- Flexibility and willingness to adapt to the changing needs of an extremely dynamic company.
- Experience working successfully in a dispersed work environment.
- Familiarity with documenting and rebranding OEM products.
- Technical ability to validate documentation procedures and other content.

JOB DUTIES

- Research and test highly complex Information Technology hardware to create and maintain user-oriented online and print documentation (software guides, user guides, service guides, technical reference guides, maintenance guides, release notes, and other deliverables).
- Map complex information and produce and deliver only technically accurate, high quality, on-time deliverables based on a thorough understanding of project scope and internal and external client expectations.
- Interview and work with SMEs to obtain information for new and existing products, based on functional specifications, marketing requirements documents, and product plans.
- Deliver excellent customer service and quality deliverables on time.

Interested applicants should apply by sending a resume to hr@go-integrity.com.

The Integrity Group is an Equal Opportunity Employer.

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