

Edited Job Listing

Certive Corporation

600 Saginaw Drive
Redwood City, CA 94063

<http://www.certive.com>

Contact: Staffing
Phone 650.701.8700
Fax: 650.701.8702
E-mail: jobs@certive.com

Sr. Technical Writer/Documentation Manager(Hands On)

Full-time, Staff, On Site
Telecommute: possibly

Position Description:

- Hands-on position to start, with an opportunity to build an organization.
- Develop and enhance entire software documentation system and content.
- Edit documentation for completeness, style, and accuracy to ensure it reflects our commitment to quality.
- Work with engineering, QA, product management, and product marketing to develop product documentation plans and schedules.
- Collaborate with training development to ensure content consistency.

Required Skills:

- Strong writing and editing skills
- Proven track record in software documentation.
- Thorough knowledge of authoring tools and ability to keep up with advancement in the tools.
- Excellent leadership and project management skills.

Candidate Requirements:

- 6+ years of experience as a writer and 2+ years experience in the software industry as a technical documentation manager.
- Ability to quickly learn technical and business information.
- Ability to meet deadlines and help others meet them.
- Ability to multitask, prioritize, and develop schedules in a startup environment.

Educational Requirements:

BA/BS degree required, preferably in Computer Science, Engineering, Technical Communications, or English.

Additional Preferred Skills & Qualifications:

- Familiarity with web portals, web servers application servers.
- Familiarity with databases, Java, SQL, and XML
- Knowledge of data warehousing, dimensional modeling and star schemas .
- Experience with FrameMaker, Web Works Publisher, or
- HTML

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HTML Editing

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