

## Original Job Submission

SVC-JOBS Digest for Tuesday, August 14, 2001.

---

Employer Type (either Direct Employer, Employment Agency, or Recruiter):

Direct

Company Name: Certive Corporation

Street Address: 600 Saginaw Drive

City, State, ZIP: Redwood City, CA 94063

Web Site URL: www.certive.com

Contact Name: Staffing

Phone: 650.701.8700

Fax: 650.701.8702

E-mail: jobs@certive.com

Job Opening Title: Sr. Technical Writer/Documentation Manager

Full/Part-time: Full-Time

Staff/Internship/Contract: Staff

If contract, indicate length of assignment: n/a

Location (only if it differs from address given above):

On site/Off site/Either: On-Site

Telecommute (yes/no) and percent: possibly

Position Description (tasks/responsibilities):

Sr.Technical Writer/Software Documentation Manager (Hands On)

Responsibilities:

- \* 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.

Qualifications:

- \* 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

---END OF DIGEST