

Technical Writer

First Performance Global

Job Type: Full Time

First Performance is growing and we want you to be a part of our team. Our company is looking for driven, creative and positive minded individuals with the desire to make an impact. We know that the key to success is our team members. If you are looking for a position that will challenge, inspire and give you opportunities for growth, come join our dynamic and friendly team.

Job Description

The Technical Writer responsibilities will include the following:

- Research, develop and document technical design specifications and test scripts
- Able to understand complex technical information and communicate the information to people with diverse professional backgrounds
- Produce electronic documentation in addition to hard copy manuals
- Maintain a comprehensive library of technical terminology and documentation
- Analyze documents to maintain continuity of style of content

Required Skills

- Experience in writing technical documentation for network architecture and data center infrastructure
- Experience creating documents to satisfy ISO certification efforts and audits
- Ability to edit and supplement documents/diagrams
- Ability to decipher and interpret technical information provided by subject matter experts
- Skilled at managing document revision and change control processes across document contributors and stakeholders
- Able to write in explanatory and procedural styles for multiple audiences
- Excellent written and verbal communication skills
- Strong attention to detail

Preferred Skills

- 3+ years of experience as Technical Writer or Business Systems Analyst
- Project Management experience a plus
- Financial and Regulatory Compliance experience a plus
- Experience in the information security industry
- Able to facilitate and lead meetings to align stakeholders
- Bilingual abilities (Spanish), a plus

Candidates interested in applying should complete submit your resume, example of your technical writing and cover letter. PLEASE NOTE: Only applicants who submit all documents will be considered. Applicants must be located in Atlanta, GA or be willing to relocate upon request.