

## Technical Writer

### COMPANY SUMMARY

Are you ready for an exciting career with a technology firm that is working on cutting-edge products that continually sets the bar for the competition to follow?

Then come join the geoAMPS team and be part of a software-product organization that has a cool work culture, great work atmosphere and amazing growth potential. We are currently hiring a **Technical Writer** for our office in Powell, Ohio, and we would love to talk with you about your work experience and career objectives.

geoAMPS is the market leader in providing software solutions to manage land rights and infrastructure assets. geoAMPS was founded on a simple notion: offer the best technology solutions while forming lasting relationships with our clients. We are pushing the industry forward by bringing state-of-the-art technology, increased communication and quicker project completions for our customers.

### JOB SUMMARY

The right **Technical Writer** has a unique opportunity at geoAMPS. They will be involved in several areas of the company that require top-notch documentation and ease-of-understanding to drive our growth.

- 1) One area is with our existing customer base by helping them understand our product offerings through typical content; manuals, instructions, release notes, etc.
- 2) Another key area is in our Sales process by helping us respond to large proposals (RFP, RFI, RFQ, etc). Opportunity to also act as Proposal Coordinator to coordinate all tasks and approvals required to submit a winning proposal (not required)

### PRIMARY RESPONSIBILITIES

- Work with internal teams to obtain an in-depth understanding of the products and create 'easy-to-understand' documentation and proposal responses.
- Producing high-quality documentation that is appropriate for its intended audience. Including;
  - Training Manuals (system or business process oriented)
  - User Manuals based on user business roles.
  - Release notes. Both large product releases and client specific changes.
  - Sales/Marketing proposal content (RFP, RFI, RFQ, etc.)
  - Technical Design documentation
  - Product On-line help content and FAQs.

- Develop and/or maintain department procedural documentation, including: Standard Operating Procedures (SOPs), tracking metrics/Key Performance Indicators (KPIs), etc.
- Keep library / repository organized to re-use content.
- Develop, maintain and help company adhere to Style Book (documentation standards) for all external & internal communications.
- Write and edit Sales proposal drafts and review other's contributions

## **SKILLS/EXPERIENCE**

- Proven working experience in technical writing of software documentation
- Ability to deliver high quality, concise documentation paying attention to detail
- Ability to quickly grasp complex technical concepts and make them easily understandable in text and pictures
- Able to write in explanatory and procedural styles for multiple audiences
- Excellent verbal and written communication skills
- Strong working knowledge of Microsoft Office Suite
- Basic familiarity with the SDLC and software development
- Ability to work under strict deadlines
- Ability to work well with people across many different parts of the business

## **EDUCATION**

- Undergraduate degree in English, Marketing, Computer Science, Engineering or similar.

## **WHAT IS IN IT FOR YOU**

- Being an integral part of a dynamic, growing company that is well-respected in its industry
- Competitive pay based on experience
- Medical, dental and life-insurance benefits

**\*You must be legally entitled to work in the United States in order to apply for this position. geoAMPS is an equal opportunity employer.**