Technical Writer

Metafile is looking for a seasoned technical writer who will be responsible for writing, editing, maintaining, and delivering high quality content to Metafile customers, partners, and internal technical teams using a variety of media. The writer will also be responsible for day-to-day process improvements, communication project management, communication plan execution, and content creation. The right candidate will be a skilled writer and editor, knowledgeable about a variety of traditional and developing technologies, a fast learner, a self-starter, and a team player.

Skills Desired:

- Degree in Technical Communications, Technical Writing, or equivalent experience
- Experienced and knowledgeable in software design, development, and architecture
- Information architecture skills (structured authoring, content management, taxonomies)
- Possess strong content development and design skills
- Interviewing skills (i.e. interviewing subject matter experts, customers, peers)
- Passion for quality writing and effective communications
- Understand commercial software lifecycles
- Excellent written and verbal communication skills
- Ability to adapt communications to a wide variety of audiences
- Solid understanding of corporate communications
- Proficient with Microsoft Office
- Proficient with HTML, CSS
- Experience with WordPress and PHP desired
- Knowledge of Microsoft products and user-centered design are a plus

Primary Duties and Responsibilities:

- Create, edit, and maintain product documentation
- Create and edit internal and external writing and communications
- Manage, maintain, and improve Metafile's electronic documentation library
- Copy edit internal and external Metafile documents for professionalism, style, and grammar
- Manage and create technical communication processes, procedures, and guidelines
- Collaborate with staff to determine best practices, procedures, and guidelines
- Collaborate with team leaders to prioritize technical communication needs
- Participate in training and mentoring of Metafile staff regarding effective and professional communications
- Help manage cross-departmental projects relating to documentation and communication

Qualified Candidates Should Send Resume & Cover Letter To:
Metafile Information Systems, Inc.
3428 Lakeridge PL NW | Rochester, MN 55901 |Email: jobs@metafile.com