

Technical Writer (One openings) – TW 20

Location: **Alexandria, VA**

One position for six months

Responsibilities:

- Plans, analyze, documents, and maintains solutions for the documentation of in-house developed software systems.
- Develops data dictionary, user guides, quick reference guides, online documentation, web help pages, and other user documentation for a web based application.
- Prepares documents for electronic distribution (PowerPoint, Acrobat PDF files, Online Help using RoboHelp).
- Works effectively with users and developers to gain information needed for the creation of the documents.
- Reviews customer deliverables for style, format and consistency.
- Reviews training materials.
- Develops a work plan and report progress in a timely manner.
- Occasionally delivers training to internal and external resources.

Minimums:

- Bachelors degree from an accredited college in a related discipline, or equivalent experience/combined education
- Five years of professional experience

Required Skills:

- Must have solid skills working with computers and especially with Microsoft Office, RoboHelp, Adobe Acrobat and SnagIt software.
- Experience working with technical staff and customers.
- Experience estimating work.
- Ability to work independently and meet deadlines.
- Excellent writing skills.
- Excellent communication skills.

Desired skills:

- Knowledge or experience with financial systems.