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## IT Technical Writer

### Description

Our IT company is looking for a talented Procedural Writer and Flowchart Designer to join our team. The successful candidate will be responsible for creating, updating, and maintaining technical documentation and procedural manuals for our products and services, as well as designing clear and visually appealing flowcharts to accompany them. The Procedural Writer and Flowchart Designer will work closely with cross-functional teams to ensure documentation is accurate, clear, concise, and visually supported by the flowcharts.

- Create and maintain user manuals, quick start guides, online help, and other procedural documentation.
- Design clear and visually appealing flowcharts to accompany technical documentation.
- Collaborate with technical subject matter experts and product owners to gather and organize technical information.
- Develop and maintain templates and style guides for documentation consistency.
- Write clear and concise instructions for both technical and non-technical users.
- Ensure documentation meets company and industry standards for style, clarity, and accuracy.
- Revise and update existing documentation to reflect changes in technology or processes.
- Conduct research and gather information to ensure documentation is complete and accurate.
- Review and edit documentation provided by other team members or stakeholders.
- Participate in cross-functional teams to ensure documentation is aligned with product and service updates.

### Requirements:

- Bachelor's degree in Technical Writing, Communications, or a related field.
- 5-7 years of experience in technical writing or procedural writing for IT products and services.
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to ensure accuracy and consistency in documentation.

### Hiring organization

Premier Personnel Group

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### Industry

IT

### Job Location

Kenilworth, New Jersey

### Working Hours

8 hour shift

### Base Salary

\$ 35-40

· Ability to work collaboratively with cross-functional teams in a fast-paced environment.

· Proficiency in designing clear and visually appealing flowcharts

### **Job Benefits**

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

### **Contacts**

Please send your resume for immediate consideration!

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