

Technical Writer Co-op (Jan 2025-Aug 2025)



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 05, 2024

Published : Sep 05, 2024

Employment Status : Co-op

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Visier is the leader in people analytics and we believe in a 'people-first' approach to business strategy. Our innovative technology transforms the way that organisations make decisions, allowing them to elevate their employees and drive better business outcomes. Embarking on an exciting new chapter in our growth story, we are looking for talented individuals who can help both Visier and our customers grow, evolve and win!

Good documentation is vital to the overall success of our products. Working closely with members of the Product Documentation team, you will be introduced to the release cycle and learn what it takes to write helpful user documentation. Our ultimate goal is to give you the mentorship, training, and work experience you need to start your technical writing career successfully!

What you'll be doing...

- Author and create essential content that enhances our user experience by guiding users through Visier's features and functionality.
- Collaborate with cross-functional teams to ensure documentation aligns with product development requirements and timelines.
- Interview subject matter experts to gather and understand technical information that you will be documenting.
- Create visuals to enhance and accompany documentation to aid users in understanding complex material.
- Ensure documentation is accurate, concise, complete, and adheres to internal specifications and style guidelines.

What you'll bring to the table...

- Excellent communication and writing skills.
- Experience writing for a variety of audiences.
- Passion for continuously learning new skills and concepts.
- Strong analytical skills.
- Proven ability to quickly learn and understand complex ideas and communicate effectively to both technical and non-technical audiences.
- Self-motivated and able to work independently under tight deadlines.
- Knowledge of documentation principles and processes such as single sourcing.
- Experience with Madcap Flare or similar XML authoring tools, Adobe Illustrator, or video editing software is a bonus.

Most importantly, you share our values...

- You roll up your sleeves
- You make it easy
- You are proud
- You never stop learning
- You play to win

The regional pay band for this role is \$3600 - \$4500 per month.

The compensation offered will be determined by factors such as relevant qualifications, experience, knowledge and skills. Many of our positions are eligible for additional types of compensation (e.g., commission plans, bonus, etc.) which our Talent Acquisition team will share with you if you interview for the role.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
