

Senior Technical Writer/Active Directory (18011)

We are looking for an experienced Technical Writer with solid oral and written communication skills, who is well organized and works well in a collaborative group setting with cross-functional teams of diverse backgrounds.

Responsibilities:

- Manage the document revision process including coordination of the review process to ensure timely incorporation of reviewers' comments.
- Create White Papers.
- Work with stakeholders, subject matter experts, and end users to ensure that the documentation meets the requirements of the project.
- Modify existing documentation.
- Regular reports to key stakeholders.
- Periodic reports to management chain as necessary.

Required Skills:

- 5 plus years of corporate technical writer.
- Must have prior Active Directory or O365 experience.
- Knowledgeable with publishing documentation using Git and using Markdown.
- Must be able to work independently to work through the process of developing documentation i.e. plan, design, write content, review, publish.
- Ability to edit conceptual, task-oriented, and reference information.
- Ability to write clearly and concisely using industry-accepted grammar, spelling, and punctuation rules.
- Excellent research, analysis, and writing skills.
- Strong organizational skills and able to meet tight deadlines and changing priorities.
- Excellent verbal communications skills, and able to work in a collaborative group setting and with cross-functional teams of diverse backgrounds working remotely.
- Mastery of Microsoft Word.
- Good time management skills. Able to be proactive and self-directed to meet deliverables and keep to schedule.
- Flexible as schedules change at the last minute to accommodate unexpected situations.
- Familiarity with Microsoft Excel, Microsoft PowerPoint, Microsoft Visio, and SharePoint.
- BA/BS, preferably in English, Journalism, or Technical Writing.

Please note: we are unable to consider third party candidates for this position.

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