

Senior Technical Writer

Company: Solekai Systems

Job Tracking ID: 83072-176760

Location: San Diego, CA

Job Type: Full-Time/Regular

Date Updated: November 07, 2014

Years of Experience - External: 5-7

Job Description:

Solekai is a 10X software design services and technology integration company based in San Diego, CA. Founded in 2002, Solekai rapidly enables its technology partners and customers to increase revenue, reduce cost, and improve customer satisfaction by accelerating the design, development, test, delivery and support of exceptional, mission-critical software. Solekai provides valuable domain expertise in selected vertical markets for digital video, digital wireless, digital medical, and utility information systems. Solekai content is already at work enabling more than 100 million deployed consumer and industrial products you already use at home, at work, and at play. Solekai resolves the most difficult software development, integration, and test challenges with insourced 10X developers and project managers which permit Solekai clients to side-step the costs of on-boarding and off-boarding expert development and integration teams.

Solekai is looking for a Senior Technical Writer to join our fast paced team and develop technical and end user product documentation.

RESPONSIBILITIES:

- Interview product managers and engineers to gain an understanding of highly technical subject matter
- Interview product managers and engineers to gather functional requirements
- Analyze functional requirements to derive additional requirements
- Document and specify clear and verifiable functional requirements
- Design and develop a complete documentation suite: technical specifications, product and functional requirements
- Perform style and structure reviews to ensure adherence to standards
- Track and fix documentation defects
- Create work breakdown structures, document product plans and documentation estimates
- Coordinate work of other technical writers

Qualifications:

SKILLS & ATTRIBUTES:

- Writes clear, complete, and correct technical content
- Applies standards to the work of others to give information products a uniform voice
- Reads complex engineering documents and interviews product developers to obtain deep understanding of features and functions
- Specifies clear and verifiable requirements
- Adapts to changing priorities, responds to higher priority concerns, maintains momentum even during changes
- Proposes ways to lessen impact on previously assigned tasks
- Able to make progress with incomplete information
- Shows eagerness to learn new assignments and initiative to identify opportunities to improve information products and procedures for creating them
- Communicates and cooperates with peers and product developers
- Keeps project leader, manager, or mentor informed

EDUCATION & EXPERIENCE:

- Bachelors degree, first degree, or equivalent experience in Technical Communications
- Minimum 5 years as technical writer for complex software systems
- Knowledge of digital video or set-top box systems a plus

SOLEKAI PERKS & BENEFITS:

Smart, cool, fun co-workers

Awesome monthly company events

Medical, Dental, Vision, LTD, STD, Life, FSA, 401(k), Tuition Reimbursement Program

Additional Information:

Job Level: Mid Career (2+ years)

Years of Experience: 5 - 7 Years

Starting Date : ASAP

Number of Openings: 1

Level of Education: Any

If interested:

<http://solekai.submit4jobs.com/index.cfm?fuseaction=83072.viewjobdetail&CID=83072&JID=176760>