

معمدمون لانجاز تأشيرات العمل وتصديق الشهادات لقنصلية المملكة العربية السعودية

JOB VACANCY

A leading company in Kuwait is seeking to fill the following vacancy:

Technical Writer

Responsible for creating and maintaining the complete offline & online documentation for Role Purpose clients & internal users in English and Arabic.

2 years

Experience Required

with experience in similar position

Education

Arabic and English

Languages(s)

technical writing fundamentals;

Technical Skills

- Good experience in developing User Manuals, On-line Help, Training Manuals for Software Products;
- Good experience in creating templates for different types of documents, presentation and project reports.
- Good experience in developing User Manuals, On-line Help, Training Manuals for Software Products
- Excellent in Microsoft Office products
- Excellent technical writing skills and ability to peer review technical documents for grammar, content and style of writing.

- Demonstrated ability to document business processes and write detailed functional requirements.
- Ability to work under tight timeframes.
- Good administrative skills and an ability to manage own workload

Responsibilities

- Develop working knowledge of the internal products
- Participate in documenting English and Arabic materials
- Organize material and complete writing assignment according to standards regarding order, clarity, style, and terminology.
- Maintain records and files of work and revisions.
- Edit, standardize, or make changes to material prepared by other writers or establishment personnel.
- Confer with the team to establish technical specifications and to determine subject material to be developed.
- Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.

edu@targetjo.c

Interested candidates are requested to send their CVs to:

[om](#)

مسمى الوظيفة

كما يرجى كتابة

- جميع المعلنات - بقسم

ملاحظة هامة

ننشرها كما تردنا من الشركات المعلنة او من المواقع الاخبارية دون تحمل اى مسؤولية

TARGETJO

ادعوا اصدقائك للاشتراك معنا لتصل جميع اعلانات التوظيف الى بريدكم المالكترونى مباشرة