

[\[REDACTED\]](#)

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

Experience Required

2 years

Education

Bachelor degree

Languages(s)

Arabic and English

Technical Skills

Familiar with tech

- 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

- 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
- 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 documented
- Review published materials and recommend revisions or changes in scope, format, content, and method

Interested candidates are requested to send their CVs to:

[rgetjo.com](mailto:edu@ta.rgetjo.com)

[edu@ta](mailto:edu@ta.rgetjo.com)

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