



## **Technical Document Writer**

**Position:** Technical Document Writer

Location: Delhi NCR

Experience: 3-5 Yrs

### **Job Summary:**

We are seeking a skilled Technical Document Writer with expertise in system integration for airports. The ideal candidate will possess strong communication skills and a keen attention to detail to produce accurate and comprehensive technical documentation. As a Technical Document Writer, you will work closely with our system integration team to create documentation that effectively communicates complex technical concepts to various stakeholders, including engineers, project managers, and clients.

### **Roles & Responsibilities:**

Collaborate with system integration engineers to understand project requirements and technical specifications.

Create and maintain detailed technical documentation, including system integration plans, design documents, user manuals, and installation guides.

Translate technical concepts and jargon into clear, concise, and easy-to-understand documentation for non-technical stakeholders.

Organize and prioritize documentation tasks to meet project deadlines and milestones.

Review and edit documentation for accuracy, completeness, and consistency.

Coordinate with cross-functional teams to gather information and ensure alignment with project goals and objectives.

Participate in meetings and discussions to provide input on documentation requirements and best practices.

Stay current with industry trends and advancements in system integration technologies to enhance documentation quality and relevance.

Assist in training sessions and workshops to educate internal teams and clients on system integration processes and procedures.

Identify opportunities for process improvements and propose solutions to enhance documentation efficiency and effectiveness.

### **Qualifications:**

Bachelor's degree in Computer Science, Engineering, Technical Writing, or a related field.

3-5 yrs Technical Writer, preferably in the field of system integration or a related industry.

Excellent written and verbal communication skills, with the ability to convey technical information clearly and effectively.

Proficiency in documentation tools such as Microsoft Word, Adobe Acrobat, and Visio.

Familiarity with industry standards and best practices for technical documentation, such as IEEE standards and Agile methodologies.

Strong organizational skills and the ability to manage multiple projects simultaneously.



Attention to detail and a commitment to producing high-quality documentation.

Ability to work independently with minimal supervision, as well as collaborate effectively in a team environment.

Knowledge of airport systems and operations is a plus.

Experience with version control systems (e.g., Git) and content management systems (e.g., SharePoint) is desirable.