



Technical Writer

Req #: 1728

Location: Windsor, CT

The position is responsible for creating and maintaining technical documentation, training material, and marketing collateral for software applications developed by Konica Minolta's Solutions Engineering Center (SEC). The Technical/Marketing Writer is also required to conduct software application testing (QA) and software application training as needed. The Technical Writer also edits and develops marketing material (brochures, sell sheets, web text, etc.) and training material as needed.

Essential Job Functions

- Write and edit sophisticated end-user documentation for SEC-developed software applications. May include the development of User's Guides, Quick Starts, Installation Guides, and online help
- Create and edit technical documentation and online help, including User's Guide, Quick Starts, and Installation Guides
- Fix customer-reported or QA-reported anomalies with SEC documentation
- Support staff in editing technical specifications for SEC software applications and SEC Scope of Work documents
- Assist all SEC team members with their writing needs
- Conduct QA testing on SEC-developed software applications, as needed

Competencies (Knowledge, Skills and Abilities)

- Exceptional written communication skills
- Ability to write clear documentation with the goal of explaining user interaction simply and accurately
- Time management skills to meet documentation release dates
- Experience with Microsoft Word, HTML, Photoshop, InDesign, Online Help Authoring Tool

Experience, Educational Reqts and Certifications

- Associate Degree or Greater
- 1-3 years of related technical writing experience

Konica Minolta Offers:

- Outstanding benefits package (including medical, dental, vision, company-provided disability and life insurance)
- 401(k) plan with matching company contribution
- Generous holiday and paid time off schedules
- Tuition Assistance Program
- Employee Referral Bonus Program
- Ongoing professional development training
- Visible, exciting work supporting sales of cutting-edge technology and workflow solutions.

Join Konica Minolta and help drive innovation as we transform the Workplace of the Future.™

Konica Minolta is an equal opportunity and affirmative action employer. We consider all qualified applicants for employment without regard to race, color, religion, creed, national origin, sex, pregnancy, age, sexual orientation, transgender status, gender identity, disability, alienage or citizenship status, marital status or partnership status, genetic information, veteran status or any other characteristic protected under applicable law.

Send resume to dwalser@kmb.konicaminolta.us