



*Electromagnetic Design Made Easy*

# ElectroMagneticWorks Inc

## Job Opening: Technical Documentation Specialist

### Description

Job Title: Technical Documentation Specialist

Reports To: General Manager

Position Location: Tataouine, Tunisia

Language of Communication: ENGLISH

Products: EMS and HFWorks

### Position Summary:

The Technical Documentation Specialist will work as a member of highly skilled and motivated project teams to create well organized, high quality, user friendly documentation for the company electromagnetic software packages, EMS and HFWorks.

### Essential Job Functions/Accountabilities:

- Gathering, organizing, reading, and analyzing technical information, concepts, programs, and existing product information from various sources to document new or changing product functionality.
- Assisting in the development of plans to capture information revisions, new information needs, and meeting scheduled product release dates.
- Producing product information by complying with established procedures, standards, style guides, and schedules.
- Writing, formatting, editing, reviewing and proofing technical information for technical and non-technical users.
- Defining logical steps to perform required functions on software products.
- Assembling graphic aides within documents.
- Editing and preparing the final master copy.
- Preparing and completing work adhering to project goals and schedules.
- Attending product development meetings and design review meetings to determine documentation needs for product releases.
- Ensuring customer satisfaction by preparing product information that is useful, accurate, and user friendly
- Soliciting comments on readability and accuracy of documentation.
- Interacting with technical departments to resolve usability issues and information discrepancies.
- Ensuring that all product information is reviewed and approved



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- Providing regular updated project status reports to management and other defined contacts
- Other job related duties that may be assigned by management from time to time.

### **Minimum Requirements/Qualifications:**

- Bachelors' degree in Electrical Engineering.
- Some experience in writing documentation.
- Excellent written and oral English communication skills.
- Ability to understand technical concepts to create clear and concise documentation.
- Ability to simultaneously work on different documentation modules and several products in a fast paced development environment, with minimum supervision.
- Ability to work in a deadline driven environment with strong emphasis on consistency, usability, and quality.
- Ability to work effectively within the team and with teams situated in various locations.
- Experience with electromagnetic software would be a useful asset.

**Salary:** Depends on qualifications

**Contact:** Send your CV with a cover letter to [careers@emworks.com](mailto:careers@emworks.com). All communications must be in **ENGLISH**.