

We are looking for

Senior Technical Writer

OctopusBI is an Australian based Education Data Analytics company, consisting of a passionate group of talented professionals who are working in our local office situated in Colombo, Sri Lanka. Currently, we are looking for a “Senior Technical Writer” to join our team in Sri Lanka.

The ideal candidate should be proactive, highly organized, have exceptional communication skills, and a passion for agile and getting the job done with a level of excellence

If you are up for the challenge, please send us your CV.

Responsibilities

- Liaise with the Product Owner and document all the technical details of the product(s) (Ex: Octopus BI).
- To cover documentation including, but not limited to User Guide Documents, Training Manuals/Courses, Technical Guideline Documents, product demo videos etc.
- **Produce product related videos with narration.**
- **Maintain product help portal with up to date documentation.**
- Work closely with internal teams (ex: Product Development) to obtain an in-depth understanding of the product(s) and its features and limitations.
- Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience.
- Documents delivered should be simple and at the same time comprehensive to meet the customer expectations.
- Analyze existing and potential content, focusing on reuse and single-sourcing opportunities.
- Create and maintain the information architecture.
- Independently gather information from subject matter experts to develop, organize, and write procedure manuals, technical specifications, and process documentation, etc.
- The Technical Writer should be able to introduce any documentation(s) which meets the expectations of industry standards and maintain this documentation as a part of the product delivery life cycle.
- In addition to the above, any customer specific requirements with documentation shall be covered by the Technical Writer.

Requirement

- Bachelor’s degree in a relevant technical field.
- 3+ years industry experience as an effective technical writer.
- Proven ability to quickly learn and understand complex topics.
- Previous experience writing documentation and procedural materials for multiple audiences.
- Previous experience in creating product demo videos is an added advantage .
- Superior written and verbal communication skills, with a keen eye for detail.
- Proven ability to handle multiple projects simultaneously, with an eye for prioritization.
- A clear analytical mindset and basic understanding of statistical concepts and data visualization.
- Firm understanding of the systems development life cycle (SDLC).
- Previous experience working in a startup environment (Agile) will be an added advantage.

OctopusBI empowers business with invaluable insights from data to transform future outcomes and positively impact learners’ academic and personal success.

Join us by sharing your CV to info@ayra.com.au