Technical Writer for Bluebeam Software

Bluebeam Software, an energetic, growing company that develops PDF software solutions, is looking for a self-motivated team player with 2-5 years of experience in technical writing - preferably with a concentration in writing support and end-user online information for software products - to join our tight-knit team in Pasadena, California.

Our ideal candidate would be a strong communicator who enjoys the challenge of writing for varied audiences and thrives in a collaborative environment. Candidates should demonstrate attention to detail, have the ability to work independently with minimal supervision and adapt to changes in priorities in a fast-paced environment.

The Technical Writer is responsible for researching, designing, writing, editing, producing, updating, and managing technical documentation for Bluebeam products. Soliciting input from subject matter experts, the Technical Writer is responsible for the software user documentation including installation instructions, release notes, online help text, and other technical manuals, reference materials, and customer communications that enable the end user to utilize our products most effectively.

Responsibilities:

- Plan, research, and prioritize multiple projects with tight deadlines.
- Work with our engineering/support teams to gather information, create documentation and confirm docs are accurate.
- Write, review, and edit technical manuals.
- Produce and maintain electronic documents for end users.
- Produce various documents that support installation and utilization of software products.
- Select graphics, photographs, drawings, sketches, diagrams, charts, etc. to illustrate visually technical information to accompany writing assignments.

Job Requirements:

- Bachelors degree in English, Communications, Technical Writing or a related area
- 2-5 years of experience in a related area
- Must have excellent written and verbal communication skills
- Must have strong editing and proofreading skills
- Must be flexible and have ability to interact with all levels in the organization
- Ability to grasp IT concepts and solutions and develop narratives to support them
- Ability to work within tight deadlines
- Ability to manage and work independently on multiple assignments
- Working knowledge of HTML is desirable but not mandatory

- Working knowledge of Bluebeam PDF Revu, MS Office, Adobe Acrobat, TechSmith Camtasia Studio 5, TechSmith Snag-It & graphic software apps
- Strong understanding of technical concepts
- Ability to learn quickly and apply knowledge in a rapidly changing environment
- Demonstrated ability to write with clarity, accuracy, and consistency for appropriate audience
- Detail oriented, including demonstrated ability to manage, organize, plan and prioritize projects and one's time
- Desire experience with pay layout

How to Apply:

If you think you are a good match for the Bluebeam team, please send the following to workeng@bluebeam.com.

- Resume
- Cover letter
- Sample of prior work

About Bluebeam:

Bluebeam Software develops smart, simple PDF creation, markup and editing software for paperless workflows. Our award-winning products are used by the world's top architecture, engineering and construction firms, as well as government agencies. We also have a strong following among tablet PC users, students and educators, accountants and even lawyers. Our company is an open, creative environment in which we work hard and have a great time in the process. If you have a strong work ethic and undying desire to make things your own, then Bluebeam just might be the right place for you, too. Learn more about us at www.bluebeam.com.

To learn more about what it is like to work at Bluebeam, watch our recruitment video: http://www.bluebeam.com/web07/us/company/bluebeam_recruitment.html?keepThis=true&TB_iframe=true&height=530&width=848