

Position:
PT/FT English/Chinese Technical Writer (McLean, VA)

Responsibilities

- Work with internal teams to obtain an in-depth understanding of the product and the documentation requirements
- Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience
- Write easy-to-understand user interface text, online help and developer guides
- Create tutorials to help end-users use a variety of applications
- Analyze existing and potential content, focusing on reuse and single-sourcing opportunities
- Create and maintain the information architecture

Requirements

- Proven working experience in technical writing of software documentation both in English and Chinese.
- Ability to deliver high quality documentation paying attention to detail
- Ability to quickly grasp complex technical concepts and make them easily understandable in text and pictures
- Excellent written skills in English and Chinese
- Strong working knowledge of Microsoft Office
- Bachelor's degree in Communication or a closed related major required

Compensation:

- Compensation based on experience
- 3 weeks of vacation (2 weeks + holiday season)
- Health Insurance Benefits
- Stock options
- Breakfast snacks, team lunch on Fridays
- Team Events

Office Location: McLean, VA

Please send your resume and cover letter to career@iLIKEBUS.com.