

Company Background

Memorres foundation was laid with a vision of being known as “People’s Company”, People being our self-driven passionate team and our valued client partners. We encourage a workplace where team is empowered to showcase their potential and learn something new everyday to become a better version of themselves.

We are committed to build strong long-term partnership with our clients and strengthen their business by helping them to stay aligned with current in this ever-transforming digital world and delivering solutions that add value to their business.

For further details about organisation please visit. <https://memorres.com/>

Our Core Values

- ❖ Respect People, Time, Environment, Opinions & Property
- ❖ TEAM First, We are one Unit
- ❖ Lead By Example
- ❖ Embrace Change to Drive Change
- ❖ Deliver the ‘WOW’
- ❖ Create your worth not your dependency
- ❖ Be Creative, Have Fun, Enjoy the little weirdness
- ❖ Learn, Empower Others, Grow
- ❖ Build Open & Honest Relationships With Communication
- ❖ Innovation is the Experience.

JOB DESCRIPTION

- Develops a thorough understanding of the audience and the documentation required by meeting with colleagues, and working with managers to discuss technical problems
- Researches and builds knowledge about products, services, technology, or concepts to be documented
- Determines the clearest and most logical way to present information and instructions for greatest reader comprehension and writes and edits technical information accordingly
- Prepares or commissions graphics and illustrations to elaborate on or complement technical writing
- Meets with subject matter experts in order to ensure that specialised topics are appropriately addressed and discussed
- Collaborates with translators as necessary to convert writing into a variety of languages
- Works with sales and marketing colleagues to ensure that the finished documentation meets product requirements
- Revises, edits, or updates instructions, technical information, and frequently asked questions as necessary
- Creates, adapts, and follows project schedules and deadlines
- Specialises in technical writing for one or more specific industries
- Remains up-to-date on technological and product developments as well as universal specifications relevant to his or her industry
- Attends conferences, trade shows, and educational seminars pertinent to his or her industry

Technical Writer Skills and Qualifications

Bachelor's Degree in English, Communications, or Information Technology; Written Communication; Ability to Explain Concepts Clearly; Planning and Organisation; Teamwork; Knowledge of Software and Computers; Attention to Detail; Multitasking; Ability to Work Under Pressure.

