

Technical/Documentation Writer

Independent Contractor to be responsible for creating and writing various types of user and developer documentation, including how-to guides, references, manuals, cheat sheets, or instructions.

Primary Responsibilities

- Explain technical ideas in simple language.
- Create user and developer documentation for a variety of material, including how-to guides and instruction manuals.
- Ensure technical verbiage is easy to understand by the layperson.
- Create table of contents.
- Adjust copy as necessary and proofread for grammar and spelling.
- Provide updates and different editions as necessary.
- Ensure fields flow in the correct sequence.
- Maintain consistent 'in-house' style, voice, and layout.

Required Skills

- Basic knowledge of HTML, CSS, JavaScript.
- Willingness to learn new technologies and content management systems.
- Ability to work remotely.
- Microsoft Office, Apache Open Office.
- Familiarity with project management tools Dropbox, slack, zoom, etc..
- Process and detailed oriented.

Preferred (Not Required)

- Photoshop experience.
- Version control (git / svn) experience.

About 2:17 Studios LLC

2:17 Studios LLC specializes in cloud-based operations & business management software. The core of what we do is build user experiences that allow teams to get their jobs done better without getting in their way. Clients range from existing businesses interested in digitizing operations with cloud based back office systems to new ventures looking to leverage technology to reduce operations costs.