

## **Job Description: Technical Writer**

### **About TorcAI:**

TorcAI, a data science company and global provider of Audience Infrastructure and Programmatic solutions to advertisers, publishers, agencies and innovative technology companies. They provide highly customizable audience platforms, real-time trading systems with machine learning capabilities. TorcAI has provided technology solutions to enterprises in the AdTech and MarTech space enabling them to monetize data assets and bring in competitive technological advantage.

Their platform's strength lies in their ability to re-engineer complex ad and audience tech work flows and bring in efficiencies with an objective to meet business goals. Know more at [www.torcai.com](http://www.torcai.com).

### **Job brief**

The Technical Writer will create and revise technical documents such as manuals, reports, brochures, presentations and articles.

### **Roles & Responsibilities:**

- Writes and edits technical documents including reference manuals and product manuals.
- Writes and edits procedural documentation such as user guides and manuals.
- Determines the type of publication that will best serve the project requirements.
- Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience.

- Meets with engineers, programmers, and project managers to learn about specific products or processes.
- Research product samples to fully understand the product.
- Assesses the audience needs for whom the technical and procedural documentation is intended; adjusts tone and technical terms used to meet those needs and to ensure understanding.
- Plans writing processes and sets timelines and deadlines.
- Creates or works with graphic designers to create diagrams, charts, and other visual aids to assist readers in understanding a product or process.
- Gather feedback from all team members and senior management to design and improve technical documents.
- Performs other related duties as assigned.

**Skills:**

- Excellent verbal and written communication skills.
- Excellent writing and grammatical skills.
- Excellent organizational skills and attention to detail.
- Ability to present complex data in clear, concise text.
- Ability to meet deadlines and to work independently.
- Ability to edit and proofread work of colleagues.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

- Degree in Computer Science, Engineering or equivalent preferred
- Bachelor's/Masters degree , Technical Writing, or related field required.
- Three years of related experience required.