

The Company

We are a Fintech firm that focuses on technology and financial services. As the Technical Writer/Document Control Officer you will have minimum 3 years of experience writing for Web Applications, write product specification documents (technical and non-technical) based upon the audience.

The Role

Working with our project manager, development team and stakeholders, you will be responsible for preparing user tutorials, quick-start-guides, FAQ's and product specification documents (technical and non-technical) based upon the audience.

Key Elements

- 3 - 5 years' experience in a Web Application, API and Mobile application technical writer
- Prepare user tutorials, quick-start-guides and FAQ's
- Able to formulate documentation which can translate technical to non-technical
- High attention to detail, spelling and grammatical
- Maintain social media including Facebook page, twitter, blog, website contents
- Exceptional communication skills
- Storyboarding and storytelling

Essential Skills

- Experience in financial services would be highly regarded
- Multilingual would be highly regarded
- Experience in marketing would be a bonus
- Experience or knowledge of Windows Server, VMWare, AD, ADFS, Azure, Exchange, Networking, Firewalls, Security Appliances

The Offer

Competitive remuneration package

Brand New office located in the Heart of Chatswood CBD

Newly created role with global exposure across the business

If you think you have above skills and experiences, please send your Cover Letter and Resume to hr@acyfx.com to address above selection criteria and demonstrate your suitability for the position.