

## JOB DESCRIPTION

**Position:** Technical Writer

**Company:** TelDig Inc. (2960, boul. Laurier, Suite 120, Québec)

**Supervisor:** Magalie Bernier-Plante, Technical Writer

## BENEFITS

- Flexible schedule, competitive salary, great bonus and fringe benefits
- Spacious work place and nice atmosphere
- Encouragement for continuing education (refund program)
- Training offered in well-known schools
- Social activities and special events

## SUMMARY OF POSITION

As part of his or her job, the employee will have to:

- Review and translate new labels in TelDig software products
- Create, edit, review, translate and update technical documentation regarding TelDig software products (user guides, procedures, training documentation, release documentation)
- Perform tasks for the Admin department (create various documents, organize events or activities for employees, review or send email messages)
- Store documentation in a document management system
- Update the company's website and internal Wiki site
- Update the company's lexicon
- Edit images in Adobe Photoshop

## REQUIREMENTS AND ADVANTAGES

Requirements	Advantages
<ul style="list-style-type: none"> <li>• Certificate, DEC or bachelor's degree in modern languages, tech writing, communications, translation or any related field</li> <li>• Bilingualism (French/English)</li> <li>• Good knowledge about Microsoft Office 2013 or later (Word, Excel, PowerPoint, Outlook)</li> <li>• Good sense of organization and ability to plan</li> <li>• Ability to draw ideas together</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use Adobe Photoshop</li> <li>• Knowledge about software-related technical terminology</li> <li>• Experience in a software company</li> </ul>

## CONTACT

To get more information, please visit [www.teldig.com](http://www.teldig.com) or contact Nathalie Corbeil, Executive Assistant, at 1-800-501-5554, extension 251.

Welcome at TelDig!