

**Classification: Contract**

**Position: Senior Technical Communicator**

**Company: Emerson Micro Motion, Inc. - Boulder, CO**

**Job location: Remote**

**Primary Objective of Position:**

With minimal supervision, develop, maintain and publish technical content to create installation manuals, configuration manuals, Product Data Sheets (PDSs) and other types of technical documentation to support new product releases and other updates for a global audience. Work with technical resources in multiple departments to become a subject matter expert on our products and content. Author task-based content independently in XML using the DITA data model, defined information architecture guidelines and best practices for reuse across multiple outputs. Proactively provide input into improving the authoring and publishing system and processes, and provide expertise in translation processing and troubleshooting.

**Essential Job Functions:**

- a. Create new and revise existing technical documentation deliverables such as installation manuals, configuration manuals, PDSs, quick start guides and other document types. Acquire and maintain a working knowledge of Micro Motion products and content.
- b. Using customer personas, scenarios and tasks, create content in topics that are task-focused and set up for reuse using information architecture guidelines. Author and publish XML content using DITA, XMetaL and the CCMS system. Also author content in FrameMaker for PDSs and legacy content.
- c. Develop and manage schedules for deliverables including appropriate milestones and project deadlines. Scope hours to create content and provide updates to team on project status, issues and/or potential delays in project work.
- d. Author with an eye towards leveraging content for other customer deliverables such as mobile, apps, online help, videos and other outputs. Follow established guidelines and/or create guidelines.
- e. Develop and maintain content for delivery to the Online Store.
- f. Provide proofreading, reviewing and editing assistance to the technical documentation team and other department members.
- g. Perform other duties as assigned.

**Qualifications:**

- a. Excellent technical writing and communication skills.
- b. Proven experience working in XML, DITA, XMetaL and some type of CCMS.
- c. Experience authoring content using a task-based and reuse approach. Ability to analyze how content changes or additions affect the entire library of content.
- d. Proficiency in FrameMaker, a graphics program such as Illustrator, Visio and Adobe Professional.
- e. Work independently and also collaboratively with a team of writers and subject matter experts globally.
- f. Detail-oriented with strong organizational skills.
- g. Skilled at creativity and technical learning, with a customer focus and drive for results.
- h. Ability to juggle multiple projects at once and changing priorities/deadlines.
- i. Knowledge of writing for translation and translation experience nice to have.

**Experience:**

7-10 years of experience as a technical writer.

**Education:**

B.A. or B.S. in English, technical communication or a related field preferred.

**Contact Info:**

Interested candidates please send resume to [Allison.sterling@emerson.com](mailto:Allison.sterling@emerson.com) for consideration.