

## **THE COMPANY**

RBRO Solutions is committed to providing its clients with the best of breed technology solutions and the highest level of end-to-end services, integrated software products, and customized snap-in software solutions. We are partnered with global leaders specializing in ECM solutions, providing adoptable and scalable improvements to increase business efficiency and agility.

RBRO team members are chosen for their integrity and belief in the pursuit of excellence along with a solid commitment to client service.

## **THE OPPORTUNITY**

In this role, you can expect to:

- Build your career with a vibrant technology company
- Work in Pickering where you can reduce your commuting time and avoid traffic headaches
- Enjoy a business casual working environment
- Look forward to a competitive salary and medical benefits

## **THE POSITION**

If you want to become an integral member of a progressive organization, and create documentation for software applications that supports our products and drives our business, look no further. As an enthusiastic professional, your responsibilities will be to:

### **Daily Activities:**

- Design, create, write and deliver new product documentation (i.e: user guides, release notes, support and training documents)
- Maintain and update existing technical product documentation in conjunction with product release(s)
- Manage on-line technical documentation
- Build and maintain a resource of aids for users that go beyond traditional documentation into product templates and quick start materials
- Organize content and compile writing projects according to established standards regarding order, clarity, conciseness, style, and terminology
- Maintain records of work and revisions according to standard operating procedures
- Confer with subject matter experts to establish technical specifications and to determine subject material to be developed for publication
- Other duties as required

## **THE CANDIDATE**

The ideal candidate to join our team would have the following:

### **Qualifications:**

- 3-5 years' experience working in modern web application development environments writing technical documentation for business web applications
- Post-secondary degree/diploma in essay-based program (i.e: Communication, English, Journalism, etc)

- Proven high proficiency with MS Office Suite (Word, Excel, Outlook, PowerPoint, Visio) Adobe, Illustrator and PhotoShop

**Skills:**

- Proven experience producing high-quality documentation in a software environment
- Demonstrated ability to write for different audiences, from novice to expert and flexible to adjust content for use in different markets, implementations and audiences
- Experience using documentation production applications like Adobe Acrobat, Pro and Wikis
- Exceptional attention to detail, ability to set priorities and manage multiple projects simultaneously

*Interested applicants can forward their resume to [career@rbrosolutions.com](mailto:career@rbrosolutions.com).*

***Come build your career with us!***