

TECHNICAL WRITER - MONTREAL FULL TIME / TEMPORARY (12 MONTHS)

CIOT MONTREAL - 9151 BOUL. SAINT-LAURENT, MONTREAL H2N 1N2

Ciot is one of the leading importers and retailers of marble, slate, onyx, ceramic tiles and kitchen and bathroom accessories where it is present. The company has showrooms in Toronto, Detroit, Montreal, Brossard and Quebec City, as well as a business office in New York City.

Ciot offers a stimulating workplace, advantageous work conditions and a work environment that is favourable to your professional development. If you are looking for a place where initiative is always welcome and your ambition can have no limit, your challenge will be to build on your abilities to progress in a very stimulating environment!

The **Technical Writer** is responsible for providing high quality documentation that will contribute to the overall success of the ERP implementation project. The incumbent is responsible for creating and writing various types of user documentation (practical guides, policies, procedures, etc). The incumbent will join the Project team that works actively with staff from Operations.

ROLE & RESPONSIBILITIES

- Collaborate with internal teams to gain a deep understanding of the ERP (Epicor P21) and documentation requirements;
- Produce high quality bilingual documentation in conformity with applicable standards and in line with the needs of end users;
- Edit easy to understand texts for the ERP's user interfaces as well as training guides;
- Write clear and concise policies and procedures;
- Create tutorials to train end users on the ERP;
- Create and maintain documentation architecture;
- Actively participate in user training;
- Complete all other related tasks.

PROFILE & SKILLS REQUIRED

- University degree in Communications, Administration or equivalent field (completed or soon to be completed);
- Excellent written skills in English and French;
- Ability to produce high quality documentation with great attention to detail;
- Capacity to quickly grasp complex technical terms and to translate them into comprehensible text and images;
- Ability to collaborate in a team setting while under pressure and amidst changing priorities;
- Strong sens of initiative;
- Strong practical knowlegde of Microsoft Office (mainly Word and Visio).

www.ciot.com





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WHAT WE OFFER

- Full-time position for a period of 12 months;
- Competitive salary;
- Many benefits;
- Motivating professional environment;
- Continuous training and coaching.

If you are interested in the present job offer and wish to apply, please send your curriculum vitae by email to: cv@ciot.com
or apply via the Careers section of our website at www.ciot.com

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