



Career Opportunities

Job Title: Technical Writer
Job Type: Full-Time
Compensation: Salary (Commensurate with Experience) Plus Benefits

Summary:

Mincron Software Systems, headquartered in Houston, Texas, is a leading provider of innovative, high-value software and business service solutions for wholesale distributors and logistics companies requiring tightly integrated enterprise software solutions. Our suite of enterprise software products and service offerings are targeted at improving our customer's operating efficiencies by giving them total control over their key business processes. We stand behind those solutions with outstanding service, implementation and support.

We are currently accepting applications for a Technical Writer. The Technical Writer will work as part of the Education Services department. This position is based in Houston, Texas.

Duties & Responsibilities:

- **Development.** Candidate will use their knowledge and skills to develop and enhance hardcopy manuals and on-line training and reference materials for our software products.
- **Communication.** Candidate must be able to communicate complex information clearly and concisely and possess excellent interpersonal skills in order to elicit detailed facts from subject-matter experts.
- **Occasional Travel.** Occasional travel to a customer's location may be required.

Qualifications:

- Bachelor's Degree in English, Journalism, or Business required
- Two- to five- years experience as a Technical Writer in a software development setting preferred
- Outstanding writing, spelling, proofreading, grammar and editing skills
- Experience in developing on-line training templates a plus
- Must be a organized self-starter who can work independently to achieve results
- Wholesale distribution experience preferred
- IBM AS/400 experience a plus
- Software Requirements
 - Adobe FrameMaker
 - Adobe Captivate
 - Adobe RoboHelp
 - Microsoft Office

Cultural Requirements:

- **Positive, Upbeat and Patient.** Individual enjoys communicating and cares sincerely for others. Derives satisfaction from helping others resolve problems.
- **Humility and caring.** Must place people and customers in the highest regard.
- **Greatness.** Must demand and strive for excellence at all times.
- **Team Player.** Ability to work both independently and as part of a team with structured and standard coding techniques. Wants company and co-workers to succeed as well as self. Enjoys developing friendships with colleagues.
- **Honorable.** Must embody the highest degree of integrity and professionalism at all times.

Contact: Apply via mail or fax to: 333 N. Sam Houston Parkway E., Suite 1100, Houston, TX 77060
Fax: 281-999-6329, Attn: Human Resources
www.mincron.com