

Technical Writer

Company: MOCA Systems, Inc.
Location: Westford or Watertown, MA

MOCA Systems is a nationally recognized leader in managing large capital projects. In house Project Managers use our flagship application, *MOCABuild*, to help facility owners and project teams control costs and stay on schedule. We work on a diverse range of project types including office buildings, hotels, military installations, manufacturing facilities, retail centers, large residential developments, etc., and we provide value at all phases of the project including programming, design and construction. MOCA's client base includes the Department of Defense, City, State, and Local Governments, and commercial developers. With a seven year track record working on billions of dollars in construction projects involving millions of square feet of built facilities, we're implementing a major new revision and productizing our software platform for external release.

Position Summary:

The Technical Writer will be responsible for researching and writing documentation for MOCA software application users.

We are looking for a strong team player who enjoys working on complex, cross-discipline projects. This position includes developing training materials, task-based documentation, user guides, and online help to support use of an architect-engineering-construction (AEC) software application. The successful candidate must work closely with product managers, service personnel, software developers, and QA staff to document features and products.

Accuracy, clarity, strong technical ability, and timeliness are essential in this position. Knowledge of industry-standard processes and tools such as online help authoring, FrameMaker, Word, Acrobat, and Visio is expected. The successful candidate will demonstrate strong writing, editing, and organizational skills. Writing samples are required. Previous experience in the construction industry or with AEC software is helpful.

Requirements:

- Bachelor's degree or equivalent experience.
- Experience with curriculum development or technical training documentation.
- Experience producing end user technical documentation for enterprise software.

We offer a competitive compensation and benefits package with unlimited opportunities for professional development and advancement. The hours for this position are flexible. This primary location for this position can be either the Watertown MA headquarters or the Westford MA software office. Occasional travel will be required between those two offices.

For immediate consideration, please forward your resume to:

MOCA Systems, Inc.

Attn: Dan Leary

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