

Title: Technical Writer

Location: Olympia, Washington or
Springfield, Illinois

Overview of Job Responsibilities/Duties: CQuest is seeking a Technical Writer to join our test and documentation team. The selected candidate will write moderate to complex technical documentation artifacts, including Functional and Technical Specifications and will create/update application Help documentation/files.

Candidates must have the ability to work with minimal supervision in a fast-paced environment, to meet deadlines, and to learn new products and new processes quickly.

Prior experience with WIC business rules is a plus, but not required.

Required Skills:

- Proficiency in higher-order Microsoft Word skills, including ability to work with styles, templates, track changes, commenting, and versioning.
- Familiarity with technical writing best practices guides and manuals of style.
- Ability to create and maintain Help files.
- Highly motivated, able to work independently and complete assignments with minimal supervision.
- Excellent written and verbal communication skills.

Required Experience and/or Education:

- Bachelor's Degree or equivalent technical writing experience.
- 3 years experience technical writing and Help development.

To Apply: Send cover letter and resume to:

CQuest
Human Resources Department
Attn: Theresa Jones
500 S. 9th Street
Springfield, IL 62701

or fax to Theresa Jones at (217) 541-7336, or via email at tjones@cquest.us.