



Komatsu Pakistan Soft (Pvt) Ltd.

1st Floor Mandeer Square Plot # 12-C/1 G-8 Markaz, Islamabad (44000) Pakistan

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Position Title Technical Documentation Writer

Why should you join Komatsu Pakistan Soft?

Komatsu Pakistan Soft is a fully owned subsidiary of Komatsu Limited Japan, and we are a part of Komatsu Group of Companies. Komatsu Pakistan Soft (Pvt.) Limited is into operation since 1999. We excel in providing enterprise software application solutions, IT consultancy and outsourcing services. Our vision, utter commitment, sheer dedication, unmatched teamwork and customer-centric approach have helped us evolve into a forerunner of innovation and ingenuity within Komatsu group as well as across the global IT industry.

Industry	Information Technology
Employment Type	This is a full-time on-site permanent role, 5 days a week
Job Level	This is a Junior - Mid Level Role with 01 – 03 years of experience
Education	BS(CS) / BS(IT) / BS (SE)
Location	G-8, Islamabad

About Your Role:

The role of a Technical Document Writer involves creating, maintaining, and updating technical documentation for software products and solutions. This position requires collaboration with technical teams to gather necessary information and requirements, ensuring that documentation is accurate, clear, and user-friendly.

Your Impactful Goals Will Include:

- **Create and Maintain Documentation:** Develop and update user manuals, design documents, installation guides, and training materials for both technical and non-technical audiences.
- **Ensure Compliance:** Maintain documentation for ISO 9001, 27001, and 27701 standards, ensuring compliance with industry regulations.
- **Collaborate with Technical Teams:** Gather technical information from engineers and developers to ensure accurate and comprehensive documentation.
- **Enhance User Experience:** Create user-friendly manuals, guides, and visual aids to simplify complex concepts and improve usability.

- Support Continuous Improvement: Identify opportunities to streamline documentation processes and enhance quality.
- Creative Content Development: Produce engaging content for various formats, including websites and video scripts.
- Participating in Meetings: Actively engage in project meetings to stay updated on development and documentation needs.

Functional Skills Requirement:

- Strong Writing & Communication Skills: Exceptional ability to communicate complex technical concepts in a clear and concise manner.
- Quick Learner: Ability to quickly understand new technologies and concepts.
- Basic IT Knowledge: Understanding of software development processes and IT terminology.
- Technical Documentation Expertise: Knowledge of different types of technical documentation and experience with technical documentation tools.
- Creative Writing: Skilled in creative writing for developing engaging content across various platforms.
- Information Analysis: Strong analytical skills to organize and structure information effectively.
- Attention to Detail: Meticulous attention to detail to ensure accuracy and consistency in documentation.
- Problem-Solving Skills: Ability to identify and solve issues related to documentation.