

Senior Information Designer - Bangalore

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Company: E2open

Location: Apac

Category: computer-and-mathematical

E2open is the connected supply chain platform that enables the world's largest companies to transform the way they make, move, and sell goods and services. We connect more than 400,000 partners as one multi-enterprise network. Powered by the network, data, and applications, our SaaS platform anticipates disruptions and opportunities to help companies improve efficiency, reduce waste, and operate sustainably. Our employees around the world are focused on delivering enduring value for our clients.

Location: Bangalore

Senior Information Designer

POSITION OVERVIEW:

Skilled in classical technical writing and ability to create multimedia content with assistance from the content lead. Requires the ability to create user-focused, search-optimized, and visually appealing and engaging content. Lead the development of written content that effectively communicates complex information. Provide guidance and expertise to the writing team, collaborate with stakeholders to develop strategic content approaches that align with organizational goals. Normally receives general instructions on routine work, detailed instructions on new projects or assignments. Can scope out work for projects with limited help.

RESPONSIBILITIES:

- Lead and oversee the writing process, from research and gathering information to final deliverables, ensuring high-quality written content and adherence to project timelines.
- Collaborate with subject matter experts and stakeholders to define project objectives, target audiences, and communication strategies.
- Mentor and provide guidance to junior writers, offering constructive feedback and fostering their professional growth.
- Ensure accuracy, clarity, and consistency of written content through thorough proofreading and editing.
- Develop content strategies, tone of voice guidelines, and style guides to maintain consistency and enhance the impact of written content.
- Stay updated on industry trends, emerging technologies, and best practices in writing and information communication.
- Collaborate with cross-functional teams, including designers, developers, and subject matter experts, to integrate written content into various platforms and applications.
- Present content concepts and strategies to stakeholders, effectively communicating the value and impact of content.
- Write scripts and create videos showcasing product features.
- Deep understanding of products.
- Develop use cases, samples, and tutorials to serve as demonstrations on how to use the product features.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's or Master's degree in English, Communications, Technical Writing, or a related field.
- Practical experience of 2+ years.
- Extensive experience in writing and editing, with a strong portfolio showcasing a variety of written content for different platforms and audiences.
- Proven track record of leading and delivering successful writing projects.
- Strong writing, editing, and proofreading skills, with excellent attention to detail.
- Excellent communication and collaboration skills, with the ability to work effectively with cross-functional teams.
- Familiarity with information design principles and an understanding of how written content

interacts with visual elements.

- Proficiency in writing tools, such as grammar and style checkers, and content management systems.
- Handle diverse range of responsibilities from conducting research to creating videos and creating help and guides.

PHYSICAL REQUIREMENTS:

General office environment and responsibilities requiring:

- Ability to sit for extended periods while working at a desk, writing, editing, and formatting technical documents.
- Proficiency in using computers and related software is essential. Technical writers should be comfortable using keyboards, mice, and other input devices to create, edit, and format documents.
- Good vision and the ability to focus are necessary for reading, reviewing, and proofreading technical content. Ability to work with text of various sizes, formatting styles, and screen resolutions.
- Manual dexterity to effectively operate keyboards and other tools required for document creation and editing.

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