



**Are you ready to face new challenges?
Do you wish to grow with an international high-tech leader?
If so, we want to meet you.**

Adacel Inc. is recognized for its innovative software solutions for operational air traffic management (ATM) and air traffic control (ATC) simulation and training. Our success in Canada and the international market has created opportunities for experienced professionals to join us in the following role:

**Technical Writer
(Montreal)
Temporary position -12 months**

Job Summary:

The Technical Writer develops, edits, and writes a variety of technical documentation for internal and external customers. These technical documents may include system architecture description, product specification, installation guides, user guides, maintenance manuals, training documents, etc. The Technical Writer provides and maintains accurate and up-to-date documentation within Adacel's prescribed guidelines and standards.

Essential Duties and Responsibilities:

- Works closely with System Engineers, Integration Specialists, Software Engineers, Product Specialists, and Product Managers to gather documentation information.
- Defines the scope and content of the documentation based on the SME and Program Manager's input.
- Creates and designs technical documentation, user guides and Online Help guides.
- Accountable for proposal technical documentation and content library creation and maintenance.
- Supports the development of sales tools, brochures, product overviews, product specifications, training syllabuses, manuals, installation guides, standard offer letters.
- Study documentation requirements and ensure a compliant document is developed.
- Provides estimates on documentation impact.
- Proposes methods, processes or tools to improve documentation creation and maintenance efficiency.
- Reviews user interface terminology to ensure consistency and clarity as requested.
- Conducts usability reviews prior to distribution.
- Initiates modifications to the documentation.
- Maintains an industry standard technical document format for Adacel documentation.
- Tracks project documentation development hours and schedule.
- Assists with the creation and maintenance of Adacel processes, policies, and procedures.
- Performs other duties as assigned by Supervisor.

Competencies:

- **Critical Thinking:** Thoroughly analyzes situations; seeks more information; validates the information that is provided; has a critical mind.
- **Monitoring and Control:** Ensures that regulations, policies and procedures are applied; oversees progress for operations and the advancement of work; performs the necessary follow-ups.

- **Time and Priority Management:** Uses time efficiently; properly determines priorities; remains focused on more urgent and important tasks; knows what to put aside without compromising results.
- **Client orientation:** Is attentive to client needs and understands how they may change; proposes products and services that are in keeping with client expectations; tries to be proactive in adjusting products or services.

Required

- College degree in Communications.
- Knowledge of Microsoft Office products such as Word, Excel, PowerPoint, and Outlook.
- Knowledge of Robohelp.
- Bilingual in French and English.
- Excellent communication skills, both written and oral with the ability to write succinctly and persuasively.
- Previous experience working in the Technical Writing field.

Desired

- Familiar with Military Technical Documentation Standards (MIL-STD) is an asset.
- Marketing, Journalism background preferred.
- APMP membership preferred.

Other Qualifications:

- Ability to adhere to Adacel's Drug Free Workplace Policy.
- Ability to pass an Adacel background check while employed.
- Must be able to pass an FAA background check.

Physical Requirements:

- Minimal physical effort (e.g. lifting, pushing and moving heavy objects).
- Occasional lifting – less than 25 lbs.
- Repetitive wrist, hand, and finger movement

Work Environment:

- Alternative work schedules (9/80 or 4/10).
- Normal office environment.
- Typically sitting at a desk.

If you are looking to join an exciting, progressive company that offers challenges, a friendly and casual work environment, competitive salaries, and excellent health and retirement benefits, please send your resume to careers@adacel.com. Adacel Inc. is an equal opportunity employer.