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| **Job ID :** | RS143977 | **Job Title** | Technical Documentation Writer |
| **Project Start Date :** | 02-24-2025 | **Position Type :** | Contract |
| **Project End Date :** | 06-30-2025 | **Client :** | Grant Thornton LLP |
| **No.of Positions :** | 1 | **Primary Skills :** | Content Strategy Planning |
| **Location :** | Chicago, IL | **Remote Work :** | 100% |
| **Talent must reside at location on submission?** | Yes | **Send Resumes to :**  | resumes@taurusbiz.com |
| **Level/Salary Range :** | $38/hr on W2 |  |  |
| **Description :**Grant Thornton LLP (US) is an audit, tax, and advisory firm headquartered in Chicago, Illinois with over 50 U.S. offices and access to a global network or member firms in over 135 countries. We offer a broad range of services in strategy and consulting, operations, technology and more across various industries. We have the experience and expertise to help our clients move forward in an evolving business environment.**Specialties:** Audit, Tax, Advisory Services, consulting, operations, supply chain, public sector, manufacturing, and strategy.**Duration:**Contract 4-6 months with potential to extend**Location:**100% Remote**Overview:*** Grant Thornton is searching for an experienced technical documentation writer to join our team! The technical documentation writer will support our quote to cash (Q2C) initiatives as we modernize our Q2C system & processes.
* The ideal candidate will have proven success in a technical field, such as software implementation and development, customer experience, cloud &amp; infrastructure, or data &amp; analytics. Any specific quote to cash
* (Q2C) project experience would be ideal!
* Also important in this role is the ability to evaluate and analyze complex information and a natural desire to help people understand it.
* Any experience working in Professional Services (Deloitte, Accenture, PWC, EY, KPMG) is a plus!

**Responsibilities:*** Work closely with various teams, stakeholders, and subject matter experts to gather information and understand project requirements.
* Research, outline, write, and edit comprehensive documentation that meets organizational standards.
* Develop, organize, and write procedure manuals, technical specifications, and process documentation to support internal teams.
* Write user-friendly content that meets the needs of specific target audiences, translate complex information into simple, polished, engaging content.
* Maintain detailed database of requirements, technical documentation, reference materials, research, and other pertinent info.
* Evaluate current technical documentation content and processes for improvement.

**Qualifications:*** 5+ years of experience as a technical documentation writer within a large organization(s).
* Experience working in a technical field, such as software implementation and development, and an understanding of the SDLC.
* Any specific quote to cash (Q2C) project experience would be ideal.
* Any experience working in Professional Services (Deloitte, Accenture, PWC, EY, KPMG) is a plus.
* Expert level MS Office365 skills: Word, Excel, PowerPoint, SharePoint, Teams, etc.
* Proven ability to quickly learn and synthesize complex subject matter.
* Superb written communication skills with a keen eye for detail.
* Experience working with technical folks, designers and developers to improve user experience, refine content, and create visuals and diagrams for technical support content.
* Ability to handle multiple projects simultaneously while being highly communicative and proactive.

**Interview Process:*** 30 minute interview with Manager
* 30 minute interview with teammate
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| **Reviewed By**: | Swathi G | **Date**: | 02/18/2025 |
| **Approved By**: | Ram S | **Date**: | 02/18/2025 |
| **Last Updated By**: | Swathi G | **Date/Time**: | 02/18/2025 |