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Graduate Technical Writer

Job ID: R2011526 - <https://careers.vmware.com/main/jobs/R2011526?lang=en-us>

Job Description

VMware, Inc. is a global leader in Digital Workspace solutions that significantly reduce IT complexity. As a Graduate Technical Writer in Information Experience you work with product development teams to create product documentation for VMware customers.

As a Tech Writer, you should demonstrate strong writing skills and solid experience describing technologies such as virtualization, virtual machines, virtualized environments, and general system administration. Candidates should be results-oriented, possess exceptional writing skills, and enjoy working as part of a distributed, global team in a fast-paced environment. To be successful, candidates must have excellent communication skills and solid project planning experience.

Responsibilities:

- Create information for experienced technical including product documentation guides, release notes, technical papers, and knowledge base articles
- Gather information by working closely with engineers and writers, reading design documents and specifications, and using pre-release software
- Create and update end user documentation and help systems for minor and major releases

Required Skills and Experience:

- Excellent verbal and written communication skills
- In process of obtaining or recent graduate in computer science, a technical field or Journalism
- Follow established processes, guidelines and best practices
- Ability to write clear and concise English text for a very technical audience and to follow editorial guidelines
- Ability to use the software products in order to create technically accurate information
- Ability to work cooperatively in a large, global writing team
- Ability and willingness to learn and put to use new skills brought about by rapidly changing information and/or technology

Why Join VMware Information Experience ?

The Information Experience team at VMware works across business units and divisions to create a collaborative writing community that is focused on serving customers. Our vision is to help customers find answers. To support that mission, we work creatively to find new authoring and publishing methods to help customers successfully use our products. Our global team works with video producers, graphic designers, information architects, and tool experts to deliver industry-leading information. We are a fast-paced, dynamic team that is seeking leaders to help us deliver our mission and seek innovation that will ensure we continue to give customers the best information experience possible.

Equal Employment Opportunity Statement

VMware is an Equal Opportunity Employer committed to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, HIV status, family medical history or genetic information, family or parental status including pregnancy, or any other status protected by the laws or regulations in the locations where we operate. VMware will not tolerate discrimination or harassment based on any of these characteristics.