



Technical Writer

About the role

We are seeking passionate and enthusiastic individuals to join our team as Volunteer Technical Writers. This role will involve supporting project teams in developing, organising, and refining documentation for various technology initiatives. Your role will involve writing technical materials, process manuals, reports, and marketing content while collaborating with different teams to ensure clarity, accuracy, and consistency.

This opportunity is ideal for students, fresh graduates, and individuals passionate about technical writing, digital marketing, and content development. Through an initial intensive training program, you will gain valuable industry experience and practical skills by working on real projects.

Key Responsibilities

- Develop and organise documentation for project plans, reports, guidelines, and best practices.
- Research, write, and edit technical materials, process manuals, proposals, and presentations.
- Suggest and implement visuals such as flowcharts, timelines, and diagrams for documentation.
- Review and refine project documentation for accuracy and completeness.
- Maintain records of project reports, research, and communications.
- Support training, presentations, and business development efforts.
- Create and edit marketing content, including blog posts, web copy, case studies, and social media materials.
- Develop technical documentation for digital campaigns, SEO strategies, and content marketing plans.
- Translate marketing data and analytics into clear reports and insights.
- Ensure clarity, consistency, and SEO-friendly writing.

Requirements

- Experience in technical writing, editing, or documentation.
- Strong English language skills (grammar, composition, and SEO writing).
- Ability to collaborate with project managers, marketing team, designers, and external vendors.
- Experience writing for diverse audiences and platforms.
- Experience handling multiple deadlines in a fast-paced environment.
- Proficiency in word processing, databases, and spreadsheets.
- Proficiency in project management tools and digital marketing strategies.

Perks

Accepted persons will be given an automatic FULL scholarship to a relevant Bincom Academy Class(es). A certificate of participation in the Bincom Academy class will be given.

This role starts as a 100% remote volunteer role.

Job Types: Part-time, Temporary contract, Apprenticeship, Volunteer

Contract length: 6 months

Part-time hours: 10 per week

Apply at <https://bincom.net/volunteerregistration>