

Technical Writer

Location: Orlando, USA (hybrid)
Starting date: as soon as possible

*Join our team now!
Easily apply on LinkedIn!*



Your role in our MINT family:

- Create technical documentation (copy, visual, video, etc.)
- Maintain a record of all corrections and revisions to documentation
- Collaborate and confer with stakeholders to document subject material and technical specifications
- Deliver copy that is complete, concise, and clear
- Develop, gather, and disseminate technical information
- Manage multiple projects with revolving deadlines
- Meet all related release and documentation deadlines
- Create and deliver press releases, media relations content, case studies, white papers, executive bios, corporate newsletter content, social media content, email campaigns, marketing materials and speaking proposals as needed
- May be required to perform other duties as requested, directed or assigned

This is how you can impress us:

- Ability to comprehend, assimilate and document numerous software functionality, hardware functionality and software/hardware integration independently
- Excellent English writing skills
- Time management skills
- Ability to utilize multiple desktop publishing and video/still-image editing programs
- Ability to edit, proofread and implement in-line changes
- Understanding of technical writing conventions, standards, and best practices
- Ability to comprehend and clearly communicate complex technical data
- Documentation layout and formatting skills
- Highly motivated, independent individual
- Pursuing bachelor's degree in technical writing, communications, or equivalent degree (preferred)
- 1+ year of experience directly related to developing technical and/or software product information (preferred)

Learn more about our MINT family & follow us on social media!



What we have in store for you:

- **Our people & culture:** at MINT you will be part of a global family that thrives on our cultural diversity. We love spending time together on social events and pride ourselves on the fun, productive environment in our MINT family.
- **Flexibility & remote working:** We respect every person's individual routines. Therefore, we support flexible work schedules and remote working for you to find your perfect work-life-balance.
- **Work-Life-Balance & family-friendly environment:** At MINT we believe having enough space to spend quality time with family and friends or to follow your favorite free time activity ensures mental and physical well-being as well as it motivates you every day!
- **Extra bonus payment:** We believe that people make the company, and therefore we love to share our profits with our team members through an additional annual bonus payment.
- **Annual pay review:** We offer you competitive and fair remuneration with annual performance base pay increases and to account for changes in the cost of living expenses.
- **Employee loans:** We help you out, if you are in need of some extra money. Maybe you want to refurnish your new apartment or buy a new car? We have got your back!
- **Health & fitness:** Our team members' health is our top priority. Therefore, we offer a modern gym directly in our office building in Orlando.
- **Private pension & health insurance:** We offer 401k and health insurance to further support your health and physical as well as mental wellbeing.
- **Loyalty & long-term relationships:** We want you to be part of our MINT family without any limits. All our work contracts are indefinite!
- **Travel opportunities:** As a global company with customers and MINT family members all around the world such as Germany, USA, Canada, UK, UAE, India and Colombia we offer you exceptional travel opportunities to exciting locations and meet amazing people!
- **Drinks & snacks:** we believe the way to a human's heart is through their stomach and this is why we provide beverages, snacks and the occasional catered lunch
- **Pet-friendly offices:** If you choose to work from one of our offices, feel free to bring your four-legged friend with you. We'd love to meet them!

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