



Role: Senior Technical Writer

**Location:** Hyderabad, IN

**Amphora Software Pvt. Ltd.** is the premier software solution provider for energy trading, logistics and risk management in the global crude oil, refined products and energy derivatives marketplace. Our team includes some of the most experienced software designers, developers and business analysts in the commodities industry today. Since our inception, our main goal has been to provide the trading community with the most robust, user-friendly, enterprise-wide software package available. We continue to launch new products that address customers' needs and adjust to dynamic market demands.

**Roles and Responsibilities:**

- Guide, mentor and take responsibility of Technical Writers in the team.
- Responsible in preparing dashboard, status reports to the management.
- Works closely with teams in India as well as with personnel across the globe in different time zones in departments like Sales, Product, Dev, Support and QA etc.
- Preparing User Guides related to Functionality, Process and Product
- Preparing Release notes and sprint notes
- RFP updating and modification as per the requirement
- Preparing Training guides and presentation
- Creating Flow Charts/Diagrams of the processes
- Formatting and reviewing the Technical documentation

**Experience and Expertise:**

8-10 years' experience in a Technical Documentation role Preferably in a product software company dealing with business applications in multicommodity sphere like Oil, Coal, Power, Ags, Metals and Concentrates etc. Functional knowledge of commodities, supply chain, or risk management, and technical knowledge of systems integration involving large ERP packages (SAP, Oracle, etc.), or banking software (like Finacle) would be added advantages.

**Requirements:**

MBA and/or B.E/B.Tech

**Benefits:**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive salary, depending on experience, and an extensive benefits package including paid time off, medical, dental and vision benefits and future career growth opportunities. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.