

# DIGITAL INNOVATION, INC.

## Employment Opportunity

Position: *Documentation Specialist*



Digital Innovation, Inc. (DI), a full service software solutions provider with more than 20 years of experience, specializes in the design, development, and support of medical registry, case management and related database applications.

Our software is used by the vast majority of hospitals within the US to track, manage and improve the quality of care for emergency / trauma patients to help hospitals, regions and states to ensure that all patients receive the best care possible within the critical "golden hour" following a traumatic event to maximize their chance of survival. Top surgeons from across the nation also use the statistical data gathered by our software to research the effectiveness of current treatment methods and identify areas where further innovation or new procedures may be required.

DI has an opening for an energetic new graduate looking to launch their career by working on diverse, meaningful projects while being developed for leadership roles within a rapidly growing company.

### Responsibilities

- Create and maintain library of end user software manuals and user guides
- Create and maintain standard end user guide templates and documentation standards
- Develop end user guides for DI products
- Assist with the development of project specific end user documentation
- Pairs with the project leads accountable for project to understand the software applications
- Consult with appropriate staff to understand software functionality
- Ensure appropriate staff review end user documentation, as needed

### Minimum Qualifications

- Bachelor's degree in English, Humanistic Studies, or equivalent prior work experience and training
- Exceptional writing skills are a must
- Ability to generate technical but user-friendly procedural documents
- Proficiency in using the Microsoft Office suite of software
- Ability to communicate professionally, concisely and effectively, both verbally and in writing

### Preferred Qualifications

- Experience in the information technology or software development industries
- Experience in the healthcare related industry
- Ability to gather, interpret, and communicate complex ideas
- Ability to understand business concepts and issues as well as technical systems processes
- Ability to make intelligent recommendations for software design improvements
- Ability to work independently and as a member or leader of a team with minimal supervision

Please submit resume and cover letter. Only candidates not requiring relocation assistance and those with full eligibility to work in the US will be considered.

**Digital Innovation, Inc.**

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