AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH (AIUB)

Job Opportunity

JUNIOR SYSTEM SUPPORT

Job Responsibilities

- Write technical content for web-based applications related blogs and product documentation.
- Working closely with the development team to come up with excellent contents.
- Proofread and edit posts before publishing.
- Create and maintain technical documents and publications based upon personal expertise and technical input.
- Writing user manuals, recording meetings and future works.
- Executes test cases under varying circumstances.
- Create logs to document and evaluates testing phases, defects and test results.
- Tracks defects and helps troubleshoot errors.
- Establish documentation templates.
- Competent in performing basic research on a wide variety of topics (combining online sources, interviews, and studies).
- Be open to feedback from the team on any improvisations or corrections.
- Perform and maintain corporate technical publication system policies and procedures.

Additional Requirements

- Excellent in Written & Verbal Communication in English
- Must have positive attitude and willingness to learn new things to develop self-skills.
- Analytical mind and problem-solving aptitude.
- An ability to perform well in a fast-paced environment
- Sound knowledge in computer skills (MS Word, MS Excel, MS PowerPoint, MS Power BI & Internet)

Educational Requirements

- Graduate/Post Graduate degree in any Discipline from any reputed University.

Experience Requirements

- Freshers can apply.
- Having experience in SDLC (Software Development Life Cycle) Documentation will be given preferences.

Salary, Compensation and Other Benefits

- According to University Policy

Employment Status

- Full-time

Applicatication Instruction

- Please send your updated CV with recent photograph to hr@aiub.edu. Please mention your position on the email subject line.

Application Deadline

- 14th January 2023