



4800 Curtin Drive
McFarland, WI 53558
(608)838-4194
www.amtelco.com

Software Documentation Specialist – Internship

AMTELCO is a leading provider of call handling and messaging software for the healthcare, answering service, and call center industries. The Software Documentation Specialist Intern, based in Madison, WI, will work as a member of the software development team updating and creating user guides for new and existing products. This position requires a team-oriented person that can work collaboratively as well as independently. The position has a flexible work schedule on approval of the supervisor.

Part time temporary position – reports to the Documentation Editor

Essential Duties and Responsibilities:

- Knowledge of documentation standards and procedures is required
- Update existing administrator and user guides to conform to the latest release of the software with a goal of publishing the updated material as a context-sensitive help file
- Experience with web editing tools would be beneficial
- Experienced Microsoft Word user
- Miscellaneous job duties as assigned

Qualifications:

Working towards Bachelor's degree or Associate degree in Journalism, Communications, Business, or English

To apply:

Submit a cover letter and resume to Employment@Amtelco.com.