

## Junior Instructional Designer

PaySimple, voted one of the best places to work in Denver in both 2008 and 2009, is staffing up to support explosive growth in 2011/2012! We are looking for a budding Instructional Designer to become an integral member of our team.

### Job Description:

PaySimple is seeking a Junior Instructional Designer who will be responsible for creating and maintaining technical documentation, training videos, and online help systems for our industry leading SaaS receivables products. In this role, the Junior Instructional Designer works closely with the VP of Knowledge and subject matter experts to understand the capabilities of PaySimple applications and to create customer-facing help materials that both engage and educate.

The ideal candidate has a flair and passion for design and technical writing, as well as the motivation and aptitude to quickly and independently master new technology. If you can translate dry technical specifications into compelling resources that will not only clearly and accurately provide direction for common tasks, but also spark increased utilization, then we want to meet you. Attention to detail and outstanding proofreading skills are essential, as is the ability to work quickly and independently to meet short deadlines for large content revisions.

### Responsibilities:

- Create new and update existing technical documentation, including online help, pdf tutorials, product manuals, video help, knowledgebase articles, and more.
- Review existing documentation and publication format and propose redesign for simplified use and simplified maintenance.
- Manage and maintain a white-label design system that enables single source documents to be used for multiple uniquely branded documents/online help systems.
- Obtain input from subject matter experts to create unified, consistent, simplified documents.
- Manage and communicate delivery timeframes for documentation and training materials.

### Qualifications:

- Advanced coursework or equivalent experience using Adobe Technical Communication Suite and other content development tools: RoboHelp, FrameMaker, Captivate, Acrobat Pro, Dreamweaver, Fireworks, Flash.
- Working knowledge of HTML and CSS.
- Exceptional design skills in both print and online mediums.
- Exceptional written and oral communication skills.
- Ability to absorb and understand complex business and technology terminology.
- Highly self-motivated and able to work with minimal supervision and meet tight deadlines.
- Ability to effectively prioritize and execute tasks in a fast-moving environment.
- BA or BS Degree in Instructional Design or Technical Writing.

The PaySimple Solution is a cloud-based receivables management software that enables small businesses to bill, collect, and manage their customers' payments under one user-friendly system. PaySimple headquarters is located in the heart of LoDo. We are building an extraordinary company and looking for talented, energetic and motivated individuals to join our unique environment.



www.paysimple.com

If you are looking for a company that is truly different from beige cubicles and typical office politics, come join a company that rewards authenticity and supports energy with a passion.

Visit our website at [www.paysimple.com](http://www.paysimple.com) and click on Career Opportunities. Read about our vision, our energy, and the PaySimple PATHS to extraordinary returns. If this truly speaks to you, click Apply Now to fill out our fun questionnaire and send us your resume and cover letter. We look forward to hearing from you!