

# Documentation Manager

**Hours:** Full Time, 37.5 hours

**Contract:** Fixed Term

**Location:** Hybrid, Central London / Remote (here's our [office](#))

## About the company

FSB is one of the leading platform providers in the Sports Betting and iGaming sector. With an ever-increasing client base spanning across various countries and continents, you'll be joining us at an exciting time as our company grows and our journey accelerates rapidly in continuing to achieve great success. Will you be the next member of Team FSB? Develop your dream role and bet on us!

## About the role:

FSB are seeking an experienced Documentation Manager on an interim basis with the overall goal of providing clarity to customers, providing robust reference materials for onboarding new and existing employees alike whilst helping to make all tasks related to the management of documentation easier, faster and more efficient. The role of the Documentation Manager is to document the data schema and processes for the BI department with the end result being an instruction and introduction manual giving a full overview of the above.

## Responsibilities:

- Document the data schema and processes for the BI department
- Document the contents of FSB standard reports and delivery mechanisms such as kafka, clickhouse, batch data feed and any other data delivery methods internally and externally to customers.
- Document business processes and translate data structure and document data flow through the systems and organisation.
- Identify and investigate the need for documents of various types.
- Ensure that organizational documents go through a documented and approved review and approval process before being stored.
- Ensure the security, accessibility, and proper distribution of organisational documents.
- Help develop and enforce documentation design, review and storage guidelines.

## Essential Requirements (must have):

- 3+ years' experience that includes establishing documentation methods and processes for effective document control
- Understand how to document business processes and translate data structure and document data flow through the systems and organisation.
- Demonstratable knowledge and experience of documentation designing
- Demonstrated focus on achieving outcomes with excellent attention to detail
- Ability to make complex technical concepts easily understandable in text, pictures, and video to serve customer needs

We would be keen to see if your talent matches our requirements. Please submit your interest via our website: <https://fsbtech.com/careers/>

Disclaimer: Please note that FSB currently does not have a licence to sponsor anyone who does not have the right to work in the UK.