

**Posting Number: 2026-0512-TW**

**Technical Writer - Canadian Securities Exchange (CNSX Markets Inc.)**

The Canadian Securities Exchange is a rapidly growing exchange invested in working with entrepreneurs, innovators, and disruptors to access public capital markets in Canada. The Exchange's efficient operating model, advanced technology and competitive fee structure help its listed issuers of all sectors and sizes minimize their cost of capital and enhance global liquidity.

Our client-centric approach and corresponding products and services ensure businesses have the support they need to confidently realize their vision.

The CSE offers global investors access to an innovative collection of growing and mature companies.

We are looking for a Technical Writer to join the team in Toronto.

This is an existing vacant position for a 2-year term.

The Technical Writer is responsible for creating, maintaining, and governing high-quality technical, operational, and user-facing documentation for the Canadian Securities Exchange. This role works cross-functionally, primarily with the Technology & Operations, Market Operations, Development, and Product teams to translate complex technical, regulatory, and business requirements into concise, easy-to-understand documentation.

The Technical Writer owns documentation quality, accuracy, structure, and version control, and plays a critical role in supporting regulatory compliance, system changes, user onboarding, and operational communications. The position requires strong domain understanding of exchange operations and the ability to independently manage multiple documentation initiatives in a fast-paced, regulated environment.

**Key Accountabilities:**

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- Author, review, and maintain technical, operational, and user documentation for exchange systems (e.g., trading systems, integration platforms, client portals, billing systems).
- Maintain a comprehensive library of technical documentation; own documentation lifecycle management, including versioning, formatting standards, and controlled distribution.
- Create visuals (e.g., flowcharts, diagrams, PPTs) to demonstrate technical concepts and processes.
- Collaborate with SMEs (internally across departments, and externally where required) throughout the documentation process to validate that content is up-to-date, accurate, and complete.
- Support regulatory reviews and audits by preparing and organizing documentation sets.
- Draft and finalize content for operational notices, such as client-facing email updates regarding system maintenance and trading system releases.
- Manage documentation priorities independently and coordinate reviews and sign-offs.

- Ensure continuity and consistency across documentation, with focus on adherence to the CSE Brand Guidelines (e.g., terminology, tone, colours, etc.) and compliance with industry standards (e.g., FIX protocol).
- Other Responsibilities as assigned.

### **Required Skills**

- Translate complex technical or regulatory concepts into clear, consumable documentation for both technical and non-technical audiences.
- Advanced technical writing and editing skills, with strong attention to clarity, accuracy, structure/formatting, and consistency.
- Ability to understand and document complex systems, workflows, and data relationships.
- Excellent research and cross-functional communication skills.
- Organizational and version-control discipline.
- Ability to work independently with minimal oversight.
- Comfortable working in regulated, audit-sensitive environments.

### **Qualifications**

- Post-secondary education in a relevant discipline (e.g., technical writing, communications, computer science, information systems, business, or a related field), or an equivalent combination of education and practical experience.
- 3-5 years of experience in technical writing, preferably in financial services or regulated technology environments.
- Proven experience producing system documentation, user guides, and operational procedures.
- Experience working directly with developers, operations teams, and compliance stakeholders.
- Strong command of Microsoft 365 (Word, Teams, Excel, Visio, SharePoint).
- Experience with Salesforce or similar systems is an asset.
- Experience with Copilot or other AI tools is an asset

### **As a part of our team, you will receive:**

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- Competitive compensation
- Opportunities for advancement
- Comprehensive benefits package (health, life insurance, dental, disability, vision care)
- Employee Assistance Program
- Group Retirement Savings Plan
- Financial support for fitness programs and job-related education
- Vacation and leaves (e.g. personal days, sick leave)

The employee spends extended periods sitting, typing, and/or looking at a computer screen. The physical demands described herein are representative of those necessary to successfully perform this job. Reasonable accommodations may be made upon request.

Interested applicants are invited to submit a resume and cover letter by May 22, 2026 to [careers@thecse.com](mailto:careers@thecse.com). Please ensure all application materials are submitted in accordance with the instructions provided in this posting and any application refers to the position and posting number.

As part of our recruitment and hiring processes, we may use artificial intelligence (AI) tools to support decision-making and enhance efficiency. All AI-assisted activities are conducted in accordance with applicable privacy and employment legislation.

Please note all offers of employment at the Canadian Securities Exchange are conditional upon the successful completion of a pre-hire background check. This may involve anything up to and including a criminal history check, reference checks and/or credit check.

The Canadian Securities Exchange is dedicated to having a workforce with diversity of thought, ideas, experience and perspectives. These factors are essential to building and maintaining a culture of innovation and collaboration. In order meet this commitment the CSE considers diversity, equity, and inclusiveness criteria in its talent management process.

***The CSE is committed to fair and accessible employment practices and to providing accommodation for persons with disabilities. If you require accommodations to apply for this opportunity, require this posting in an additional format, or if contacted for an interview and require accommodation during any stage of the recruitment process, please contact us at [careers@thecse.com](mailto:careers@thecse.com). We will work with all applicants to determine appropriate accommodation for individual accessibility needs.***

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The CSE thanks all applicants for their interest in this opportunity, however; only those under consideration will be contacted.