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# Example of Technical Lead-Technical Writer Job Description

Our growing company is looking to fill the role of technical lead-technical writer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for technical lead-technical writer

* Provides senior-level mentoring and technical advice to contract monitors
* Provides senior review of documents written by others
* Perform Quality Assurance review and testing for team deliverables for adherence to standards and templates
* Monitor current industry trends
* Provide guidance to other members of the team, clearly articulating the business case for leveraging analysis to impact the quality and relevance of solutions and enhance the effectiveness of the department the company
* Extensive knowledge in Content Management Systems and standards like DITA, DTD, and XSD
* In depth knowledge on Arbortext or similar XML editor tool
* HyperSTE or similar Author assistant tool
* Indepth knowledge on PDMLink/Windchill
* Through knowledge on ASD-STE100

## Qualifications for technical lead-technical writer

* A bachelor’s degree or equivalent work experience in technical writing, English, journalism, or other writing intensive program
* Strong research and problem-solving skills, collaborative attitude
* Ability to do common tasks at the UNIX/Linux command line
* Familiarity with at least one version control system such as git or Perforce
* Ability to find and efficiently interview technical experts in engineering, product management, and customer support
* A record of successful cross-functional collaboration