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# Example of Technical Publications Job Description

Our growing company is searching for experienced candidates for the position of technical publications. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for technical publications

* Review and follow Engineering Design Standards
* Physically examine equipment and compare work to the actual products being represented in the manuals
* Perform all other duties as directed by functional manager
* Updates existing content that can be repurposed for use as product information, online help, training materials, e-learning components, support content, proposals, policies/procedures, and other knowledge assets
* Lead a highly skilled group of publications professionals from technical writers to illustrators
* Work with customers to define publication services requirements
* Work with the technical publication team to improve efficiencies in producing quality publications competitively
* Manage publications projects including cost, schedule and quality of delivered products
* Produce, update, revise, edit technical documentation
* Provide translation of technical documentation

## Qualifications for technical publications

* You have the ability to create and update various types of Aircraft Manuals
* Excellent understanding of automotive technology particularly as related to the vehicle service and repair process bumper-to-bumper, all systems
* Ability to analyze engineering-level automotive service repair information and to create technical written instruction understandable by all levels of service technicians
* Ability to work independently/self-starter and as a team when asked
* Four or more years of increasingly responsible automotive technical writing/editorial experience or equivalent background in a related field
* Excellent PC skills including Word, Excel, PowerPoint, and Access