



Example of Associate Technical Writer Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of associate technical writer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for associate technical writer

- Periodically audits and reviews documentation to determine whether format or content changes are required
- Responsible for creating, developing and writing various types of user documentation and product instruction for both patient and healthcare provider audiences domestic and international, including user guides, references, manuals, and in-app education content through various methods of software, print and digital
- High collaboration with Research and Development and sub-department of Marketing (Upstream and UI/UX) teams to create product instruction of features, product education, into training materials, in-app content, user guides (via software, print and digital)
- Keep up-to-date on new and innovative ways to design instruction as it relates to effective education and technical writing on software and the end user, trends in the medical device field
- Collaborate with Human Factor Engineering Teams to test and revise product instruction as needed
- Use standard writing styles, such as APA and Chicago Manual of Style
- Create user instruction and education both written and digital including user guides, quick start guides, scripts for video tutorials and in-app instruction
- Revise user manuals with new or updated features
- Supports senior Government customer via program at customer facility in Chantilly, VA
- Reviews technical content developed by engineers and modifies it to be

Qualifications for associate technical writer

- Knowledge and training in financial markets (a plus, but not required)
- Knowledge and training in financial accounting (a plus, but not required)
- Requires at least a Bachelor's degree in Business, Economics, Finance, Mathematics, Statistics, or other related fields
- Knowledge and experience in technical writing, publishing and process analysis
- Familiarity with Operational Risk and Controls
- Mortgage Originations experience preferred working in an Operations or staff support role, preferably 5-7 years' experience