



Example of Associate Technical Writer Job Description

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

Responsibilities for associate technical writer

- Update program content on a SharePoint site with a similar goal of improving understandability and readability
- Proof-read and edit draft documentation submitted by quantitative modelers
- Write documentation regarding internal controls, training, and other governance aspects
- Given a quantitative methodology, express the methodology and associated intent into prose that is appropriate for regulators
- Provide end-to-end process flow of OpRisk stress loss projections or OpRisk capital adequacy assessment, express the process flow in a narrative that is suitable for senior management and/or regulators
- Transform business line and/or Legal risk processes into professional narratives
- Ensure documentation adheres to Model Risk Governance standards, follows the required approval process, is updated as needed, and remain in good standing
- Support the operational risk governance and program management team as needed
- Interpret and coordinate data into the appropriate organization and document structure to ensure quality and accuracy of content
- Reviews and organizes content provided and researches additional content needed for writing projects by asking questions, running software applications, and reviewing other project-related technical specifications and

Qualifications for associate technical writer

- Experience with content creation for translation and localization into other languages
- Experience managing content projects, including coordinating with other functional teams
- Ability to conceptualize and execute projects, with a strong bias for action and the ability to prioritize and meet deadlines
- Experience working in an agile (preferably SCRUM) content development environment
- Excellent proficiency (both written and verbal) in English, and fluent in German
- Ability to write in a clear and precise manner