



Example of Associate Technical Writer Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for an associate technical writer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate technical writer

- Incorporates changes and feedback from document reviewers as necessary
- Produces requested documents using the required software tools (typically Microsoft Office, RoboHelp, Adobe Acrobat, and simple screen shot/illustration tools)
- Creates illustrations such as screenshots, charts, and other simple graphics
- Verifies accuracy and completeness of information in documents produced through reviews by subject matter experts
- Monitors the quality of written material and identifies and helps to resolve problems
- Performs quality assurance tasks such as proofreading materials for conformance to established standards and style guides and branding guidelines
- Provides input on estimating timelines for documentation completion
- Manages to agreed upon schedules
- Interact and collaborate with Engineering, Operations and Marketing team members to address customer requirements and gather critical technical information for datasheets and other product documentation
- Review company's engineering drawings and internal specifications to the company's products to gather technical information required by customers

Qualifications for associate technical writer

- Commitment and a strong sense of responsibility
- Experience as a technical writer is an advantage

- 2+ years of experience as a technical writer or degree in technical writing
- Experience with Madcap Flare is a plus