



Example of Associate Technical Writer Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of associate 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 associate technical writer

- Write and maintain technical datasheets for current and future products
- Create and maintain master CDs for sensor test boards, prototyping and evaluation modules
- Produce and distribute CDs which accompany all outgoing test boards, prototyping and evaluation modules
- Acts as the liaison among all parties (lender, buyer, seller, title insurer) to a mortgage, deed of trust or similar real estate-related closing transaction
- Responsible for reviewing closing-related documents, including, but not limited to, mortgage loan commitments, loan documentation, surveys and title reports
- In some cases, may also be responsible for preparation of closing-related documentation
- Also responsible for assisting all parties in resolving any pre-closing conditions or issues, such as exceptions to or defects in title
- This position falls into the legal service line where local regulations permit an attorney or paralegal to perform the transaction
- Develops clear, accurate and concise information assets, following all writing guidelines consistently and effectively
- Describes complex technical subjects in ways that are easy to understand

Qualifications for associate technical writer

- Good communication skills for interacting with technical and administrative personnel
- Minimum 2 years' work experience in customer service
- Bachelor's degree or equivalent work experience in technical writing
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a timely manner and accept responsibility and ownership for each assigned project