



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. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for associate technical writer

- Works effectively with product development teams (including software developers, product managers, and technical support analysts) to gather needed inputs, communicate status to all stakeholders, and produce deliverables that meet targets for quality and timeliness
 - Assist in coordinating projects from the planning stage
 - Creates and utilizes a variety of documentation templates with the goal of standardizing deliverable document's look and content
 - Contacts are primarily with immediate supervisor and other personnel in the group
 - Assist in reviewing draft and final project designs, specifications, and engineering estimates
 - Provide level of effort/cost estimates and negotiations support
 - Assist in developing and reviewing complex statement of works for high-risk projects
 - Compose technical writing documents including white papers, manuals, data analysis, recommendation reports, and letters
 - Assist in creating the Architecture and Engineering (A&E) Contract Administration Manual and ensure all aspects related to contract administration for design are current
 - Provide quality assurance/quality control for policies and procedures identified in the A&E Contract Administration Manual
-

- Requires Bachelor's degree or equivalent in related technical field
- Zero to two years of related (technical writing and copy editing) experience
- College degree or equivalent experience with a background in English and Communication
- Requires a 4-year degree from an accredited institution (graduate degree preferred)
- Experience in working with quantitative modelers
- Possess business and technical knowledge of the financial services industry