



# Example of Senior Technical Writer Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of senior 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 senior technical writer

- Updates existing product documentation according to company standards and guidelines
- Actively works to address change requests and feedback with each document review and release cycle
- Establishes and implements standardized documentation formats and production procedures
- Creates illustrations, technical drawings, flowcharts/diagrams, and other graphical images for inclusion in documentation
- Maintains up-to-date documents and processes in user-accessible locations, such as department Intranet or corporate network
- Documents complex technical subjects in ways that are easy to understand
- Writes, edits and/or proofreads various technical and training documents
- Maximizes the clarity and impact of written content
- Organizes information into an appropriate structure, format and style
- Manages document version control

## Qualifications for senior technical writer

- You are at home with highly-technical software documentation, including database schemas, process maps, domain models, and APIs
- You bring a journalistic ethic to your writing
- You have produced documentation in an Agile, Software-as-a-Service

- You have 5 years or more of software documentation experience
- A Bachelor's degree in Technical Communications, English, Journalism, or equivalent experience in a related discipline