



Example of Senior Technical Writer Job Description

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

Responsibilities for senior technical writer

- Support development of customer briefings
- Support technical meetings
- Formalize project schedule/work breakdown schedule
- Generate monthly status report
- Develop documentation necessary for deploying and maintaining unique applications for the system lifecycle
- Generate other programmatic documentation as required
- Conduct Quality Assurance on project deliverables
- Author developer guides, end user guides and tutorials, online help, user interface text, release notes, etc
- Work with project management, development, QA, support teams and customers
- You will craft content for new and experienced virtualization platform administrators

Qualifications for senior technical writer

- A record of successful delivery of a variety of user-focused documentation in support of enterprise software environments
- Work closely with product teams to learn about the product, work with the products hands-on while new features are in development
- Bachelor degree in Business, Journalism, English, Marketing, Communication, or similar relevant area of study and 8 years of aviation maintenance and/or supply chain management experience

- Knowledge of technical writing models and principles and a demonstrated ability to apply them to the design and development of content/documentation which meets the needs of a diversity of readers is preferred
- Knowledge of business processes, products, customer service, and underwriting/risk management in the insurance industry is desired