



Example of Tech Writer Job Description

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

Responsibilities for tech writer

- Work with cross-functional teams to prepare documentation and ensure compliance with company-wide processes and workflows
- Test code examples and tutorials using product builds under development and release candidates
- Work with cross-functional teams to automate API reference documentation and ensure compliance with company-wide processes and workflows
- Work with User Project Leader (UPL) and Key User representatives (KUs) to review test scenarios, specify and setup appropriate data sets to be used in test execution
- Support users and other ITS team members in test execution including test preparation and anomaly / defect management
- Manage and maintain Intranet documentation
- Consult with content authors on content presentation and improvements
- Update current pages with changes and corrections
- Resolve issues with content
- Create new content as requested

Qualifications for tech writer

- High School and 5 years or more related experience
- Candidate should have a minimum of four years of experience in a technical writing role within or for a software development organization
- Impeccable English grammar and composition skills
- Advanced MS Word user with regular practice of styles, templates, fields,

- Must possess Full-Scope Polygraph