



Example of Tech Writer Job Description

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Our innovative and growing company is looking to fill the role of tech 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 tech writer

- Works on documentation development projects with initial direction and minimal supervision
- Researches topics and writes good quality content on initial draft and requires minimal edits
- Creates documentation development plans for deliverables independently
- Assist project lead with validating written procedures for equipment
- Participate in evaluating project requirements by providing input into time and cost estimates
- Assist with overall design of technical documentation by providing input to format and style
- Review of technical content for technical accuracy and adequacy of the final products
- Configuration Management compliance
- Write video-based story ideas with the complete understanding of the types of video formats that work best across various social networks (live, long-form, tap for audio)
- The purpose of this task is to document processes, procedures, policies, and meeting minutes, newsletters, intra/internet content

Qualifications for tech writer

- Skilled with enterprise-level documentation tools such as Arbortext, Oxygen,

- Ability to test code examples and write and modify simple code examples
- Bachelor's degree in related field, with at least 4 years of related experience
- Bachelor's degree and at least 2 years of technical writing experience
- Oversee preparation of illustrative materials selecting drawings, sketches, diagrams and charts