



# Example of Tech Writer Job Description

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Our 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

- Documented new or changed policies, processes or procedures
- Review prepared documents, diagrams and random content to edit and post organizational information according to established standards
- Provide reports of documentation progress, status, and issues
- A commitment to understanding our merchants (helping them accomplish their goals and build their businesses is our main objective)
- A deep interest in the different ways that people discover and process information
- Grit, especially when it comes to updating documentation that you only recently shipped
- Writing crystal-clear, user-centred content that's based on reader feedback, UX research, support data, and hands-on testing
- Crushing documentation bugs like it's going out of style, correcting errors, and improving problematic content, all with reference to our documentation style guide
- Participating fully in the life of the team, taking part in discussions, debates, and fresh-eyes sessions
- Learning a ton of new skills and sharing your own

## Qualifications for tech writer

- Review and prepare Contract Deliverables Requirements List (CDRLs)

- The applicant will have a minimum of 7 years of experience as Technical Writer
- Having experience working in projects using SDLC framework is a plus
- Having experience with Adobe FrameMaker, DocBook, DITA and scripting language is a plus
- Having experience writing technical documentation for Semiconductor IPs or SoC designs would be plus
- Typically five years of technical writing experience, preferably associated with application development and other IT functions