



Example of Technical Writer / Editor Job Description

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Our company is looking to fill the role of technical writer / editor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for technical writer / editor

- Research, draft and assist in writing policies, instructions, message traffic, and internal guidance
- Draft Information Papers on pertinent or requested issues
- Develop presentations (posters and power points) for industry events – Work with surgeons, fellows, residents, and internal staff to develop material to present at industry events
- Participate on special projects – As directed by the Group Manager Research or senior management conduct special projects
- Read, evaluate and edit manuscripts or all other materials submitted for publication or marketing and confer with authors regarding changes in content, style or organization or publication
- Plan the contents of publications according to the journal style, editorial policy and publishing requirements
- Make manuscript acceptance or revision recommendations to the publisher
- Arrange for copyright permissions
- Develops, communicates, implements, monitors procedures / policies related to publication needs
- Designs/implements processes for increasing efficiency and effectiveness

Qualifications for technical writer / editor

- Must have expertise in Microsoft Office 2013 or equivalent
- Must have excellent grammatical and rhetorical skills and be familiar with a

- Knowledge of layout, graphic design, and desktop publishing principles is desirable
- Already possess Secret Clearance and/or TSA Security Suitability
- Bachelor's degree and 3 years relevant experience in technical manual authoring and development and/or logistics experience or high school diploma/GED plus 10 years of experience
- Possess knowledge of S1000D, SGML or XML authoring software, common source database, and technical publications development processes