Our innovative and growing company is searching for experienced candidates for the position of technical writer / editor. 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 technical writer / editor

- Establishes project priorities
- Creates and oversees databases for managing project information
- Raises the organization's visibility in the industry through the number of peer review publications
- Develops good working relationships throughout the organization and research network
- Responsible for writing, editing, and formatting technical documents such as
- Updates content to internal outreach documents such as maps, fact sheets, distribution lists, and phone rosters
- Presents final document(s) to management/customer, makes related presentations as required, and serves as an external spokesperson with internal and external contacts
- Manages the implementation of annual and long-term technical, schedule, quality, business, and financial objectives for the unit(s)
- Work with internal teams to obtain an in-depth understanding of the product and the documentation requirement
- Interface effectively and collaboratively with a diverse range of project staff, including project managers, PMO support staff, business analysts, developers, technical analysts, system architects

Qualifications for technical writer / editor

- Possess good information architecture, analytical, and research skills
- Knowledge of Atlassian Confluence and Jira a plus
- Familiarity with Cloud environments a plus
- Previous experience as writer or editor on DITA projects a plus
- Bachelor's degree or multiple years of relevant field experience may be considered in lieu of a degree