



Example of Technical Writer / Editor Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for a 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

- Assisting with on-site video shoots
- Editing video footage
- Creating video tutorials
- Assisting with web conferences
- Supporting CECH faculty and staff during OITLD training sessions
- Providing Blackboard support and trouble shooting
- Providing administrative support (creating spreadsheets, tracking course builds)
- Creating branching scenarios, tutorials, and other interactive media using Adobe Captivate and Articulate Storyline
- Assemble reports for Bioanalytical Division using the approved templates
- Communicate with Sponsor on any issue related to the report template and formatting

Qualifications for technical writer / editor

- Methods for producing a broad range of scientific communication products
- Comprehension of complex scientific information
- Originating, adhering to, various style requirements
- Using the computer as a communication tool
- Experience with good interviewing techniques
- Use of software applicable to writing and editing