



Example of Technical Writer Intern Job Description

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Our innovative and growing company is looking to fill the role of technical writer intern. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for technical writer intern

- Delivering high quality documentation in a timely fashion
- Facilitating periodic document reviews
- Monitoring and responding to change requests
- Assisting with the maintenance and enhancement of documentation processes
- Managing assigned projects and programs
- Identifying roadblocks to task completions and effectively bringing them to management for resolution
- Generally using existing procedures to resolve standard problems
- Develop Safe Standard Operating Procedures and other technical documents relating to Quality System compliance and standard work documents
- The tasks involve research on process systems, job tasks, and equipment, and interviewing production employees, to produce a user-friendly document that includes photos, flow charts, line drawings, or other illustrations to sequence, enhance or clarify the proper steps required to perform a job or task, in a safe standard method
- Develop Preventative Maintenance procedures and other technical documents

Qualifications for technical writer intern

- Keen interest in pursuing a role in Technical Writing and documentation
- Writing experience highly preferred (especially technical or persuasive)

- Basic HTML skills
- English native speaker preferred
- Outstanding communication, writing, and grammatical skills