



# Example of Technical Writer Intern Job Description

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Our company is growing rapidly and is hiring for a technical writer intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for technical writer intern

- Develop Safe Standard Work Procedures and other technical documents relating to OSHA compliance and standard work documents
- The tasks involve research on process systems, job tasks, and equipment, interviewing production employees, and reviewing JHA's (Job Hazard Analysis sheets), JBS (Job Breakdown Sheets, SOP's (Standard Operating Procedures) and manufacturer equipment manuals 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
- Migrate documents from Author-it to Flare system
- Import and format documents with an eye for detail
- Fix cross-reference links in existing documents
- Knowledge on context-sensitive help, integrating online help is preferred
- Work with Engineering Development team to re-enable help contextual links
- Interact with Documentation, Product Management and Engineering teams
- Flexible to work in EMEA work shift timings (2 pm – 10 pm IST hours) few days a week
- Writes, rewrites, edits, and delivers technical documents such as Requirements Specifications, Design Documents, Installation and Configuration Guides, Transition Plans, Training Materials, and User Manuals

## Qualifications for technical writer intern

- The ability to work within tight deadlines, deliver on time, and ensure high quality
- Undergraduate (2nd or 3rd year) or Masters student, or new graduate in Technical Writing, Business Studies, or a language-based university degree
- Requires candidates to currently be enrolled in an undergraduate, or Masters degree program which is applicable to the position
- Prior work experience and/or extracurricular activities with focus on writing or editing
- Ability to disseminate conversations into working points