



## Example of Technical Writer, Senior Job Description

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Our company is growing rapidly and is looking for a technical writer, senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for technical writer, senior

- Follow established processes and best practices for the design and creation of technical content
- Translate complex concepts into user-friendly, clear, and concise information for end users
- Contribute to multiple, high-profile documentation projects at the same time in a fast-paced, deadline-driven development environment, while maintaining a critical eye to detail and quality
- Work with the program managers and developers to understand all products thoroughly, including features, functionality, and bug fixes
- Communicate with team members face-to-face with remote employees via phone and video conferencing
- Be proactive and resourceful in finding answers to questions using the tools available, seek answers from the right people in the organization, and escalate potential roadblock issues early
- Work under the direction of the Program and Project Managers to keep all stakeholders, decision makers, and other interested parties apprised of project progress and status and to define the communication processes among the groups involved in the program
- Give support to program and project meetings, including distribute meeting agendas, minutes and artifacts to the attendees of the meeting post them to the appropriate SharePoint sites
- Study and understand technical drawings and specifications to integrate and delineate technology, operating procedures

## Qualifications for technical writer, senior

- 5+ years of experience in a Technical Writer/Information Engineer role
- Typically has worked in technical support, system administration, or product development type roles with exposure to marketing
- Author, edit, test, and deliver technical content
- Revise and restructure existing content to improve usability
- Perform independent research to understand a product and the needs of customers and stakeholders
- Communicate clearly and effectively with peers, colleagues, customers, and project teams