



Example of Technical Writer, Senior Job Description

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Our company is growing rapidly and is looking to fill the role of technical writer, senior. 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, senior

- Writes and prepares copy for product specifications and instruction manuals, using personal computer-based work stations
- Prepares preliminary copy and final copy for after approval
- Assists in the development and growth of less experienced technical writers
- Assists in the development and maintenance of group work instructions, guidelines and processes
- Monitors individual workflow and schedules against plans
- May document engineering processes and specifications
- Recommend formats responsive to technical and customer requirements
- Produce products that conform to the company documentation and quality assurance standards
- Read and understand contract requirements as they apply to manuals and follow MIL-STDs and DIDs
- Request, collect, and organize data from Logistics, R&M, CM, Engineering, customer, to develop manuals

Qualifications for technical writer, senior

- A minimum of 5 years' experience as a technical writer or information developer
- A minimum of 2 years' experience creating API, SDK, architectural, and other engineering-focused documentation

- Experience with diagramming tools, such as Visio and Balsamiq
- Undergraduate degree or equivalent in a related field