



Example of Technical Writing Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a technical writing. 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 writing

- Create proposals based on RFPs received from clients with minimal input from other team members
- Coordinate and control the content, quality, and delivery of proposals
- Produce proposals consistent with corporate branding rules and best practices
- Assist in initiating and driving improvement in the quality of proposal deliverables
- Assist in planning and organizing the activities of multi-disciplinary proposal teams
- Provide technical writing/editing support for proposals and marketing materials
- Manage and guide a talented and self-motivated team of writers
- Creates graphics for technical review and final drafts
- Perform software analysis, interface design, and testing
- Participate on an ad hoc basis in monthly Registry Plus Users Group teleconferences, independently generate and maintain website to distribute information and meeting materials

Qualifications for technical writing

- Eight+ years of management experience, applying extended expertise of principles, theories and concepts

organizational levels

- Requires the skills to provide functional and directional guidance to staff and recommend policy or strategic direction changes to management and to interact across multiple organizational levels and assume a lead role and set direction for large or complex projects
- Proven experience and expertise in proposal management and development best practices
- Practical understanding of P&W operations, products, processes and tools is useful
- IAT Level II or IAM Level I certification (GSEC