



Example of Technical Writing Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of technical writing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for technical writing

- Compose technical documentation including user manuals, technical specifications, installation guides, knowledge base articles
- Interaction with technology deployment groups, project managers, and product owners to communicate changes and new deployments related to the technology environment, applications, products or processes
- Structure labeling files online and in document vault at San Antonio Innovation Center
- Support Technical Writers and Labeling Specialist in daily labeling development activities
- Gather Labeling Copy Approvals documents from project and confirm their online status
- File copies of the approval document at local vault
- Collaborate with file vault supplier to permanently store applicable files
- Participate in creation of a file storage plan with Technical Publication team
- Support the processing of Labeling Copy Approvals and corresponding editing
- Support the Language Translation Transmittals activities for ongoing projects

Qualifications for technical writing

- Professional degree and/or 3-5 years of significant equivalent related work experience
- A BA/BS degree in science or related field of study, Master's or Ph.D

- Experience supervising and managing teams
- Significant understanding of the scientific method and a strong grasp of basic principles in cell and molecular biology
- Expert-level knowledge of Microsoft™ Office and Adobe® applications, including FrameMaker, Photoshop, and Illustrator