



Example of Technical Writing Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role 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

- Upload manuals to global online file library
- Recommend revisions for clarity and organization, based on a working knowledge and growing understanding of the content, with a focus on substantive editing
- Locate appropriate source documents and perform data verification
- Cross-check data and information contained in multiple sections of documents to ensure accuracy and consistency
- Ensure proper and precise wording and punctuation
- Correct errors in spelling and grammar
- Improve sentence structure, syntax, and clarity
- Improve overall flow and continuity of narratives and maintain consistency in style
- Maintain consistent terminology, names, and abbreviations
- Recommend changes to organization and formatting

Qualifications for technical writing

- Experience with style guide and lexicon development and usage and a strong command of the English language and grammar
- A portfolio of technical writing samples with a dash of creativity thrown in
- Excellent communication skills (verbal, written, and presentation) and proven ability to deal with all levels of management
- Bachelor's Degree in Engineering (Electrical/Electronics)

- Basic knowledge on Uninterruptible Power Supply, Power Products, Thermal Management, and Monitoring products