



Example of Technical Writing Job Description

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Our growing company is looking for a technical writing. 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 writing

- Work directly with document authors to resolve comments and address discrepancies
- Assist in the creation and maintenance of tools used to perform reviews (i.e., Data Verification Guides, Cross-Check Guides, matrixes, checklists)
- Assist with and initiate the creation and coordination of programs and process improvements to help improve writing and communication, as needed
- Assist in and initiate other document quality initiatives and outreach, as needed
- Serve as a resource to writers and foster effective writing through educational initiatives, including presentations
- Documentation of AvantGard Treasury Enterprise Solution products
- Documentation of updates of existing processes, new processes, and projects
- Maintain web pages for documentation and projects
- Maintain internal wiki for documentation
- Documentation of internal processes

Qualifications for technical writing

- Familiarity with web technologies and documentation technologies
- Military experience in technical manual product development, delivery and standards is a plus

- 6 years of related technical writing experience for a U.S. Military customer
- Experience using MIL-STD-38784 and MIL-STD-87929
- Good writing skills, computer skills, and communication skills