



Example of Technical Writing Job Description

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Our innovative and growing company is looking for a technical writing. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for technical writing

- Build document management processes and procedures
- Assess knowledge base needs, inaccuracies, gaps
- Work cross-functionally with internal teams for maximum efficiency and accuracy in documentation content
- Create technical documentation including workflows, governance documents, knowledge base articles, and other documents as needed
- Create hierarchy and ownership structure to sustain knowledge management
- Empower contributions from key stakeholders to improve the knowledge base
- Design and implement work flows to manage documentation process
- Establish standard templates for all documentation for the teams to utilize in document creation
- Collaborate with and support the Implementation Team to tune and evolve our Knowledge Base
- Create, promote, and apply best practices for writing, style, and content in Microsoft style

Qualifications for technical writing

- Active DoD Secret Clearance and ability to get and maintain an SSBI clearance
- Familiarity with MIL-DTL-38807
- Familiarity with Logistics Support Analysis Record (LSAR) associated with either MIL-STD-1388/2B and/ or DEF-STD-060

- Knowledgeable in FrameMaker and/or Arbortext
- S/he has 5 years current and relevant experience in practice or research in the area of technical and vocational educational and training, employment, education and vocational skills development