



## **Technical Writer**

### **Function**

Reporting to QA Manager, the technical writer is responsible for writing and editing technical documentation for the organizations products. This person must have excellent research skills, must be able to organize their ideas, and be able to translate technical terms into text that any reader can understand.

### **Essential Functions & Responsibilities**

- Research, write, edit and proofread complex technical data.
- Create, maintain and update manuals, procedures, specifications and other documents. Create, update and maintain automated test cases.
- Create, maintain and update installation instructions, training material and other technical documents.
- Design and establish style guidelines and standards for texts and illustrations to meet business needs.
- Developing, writing, and updating user guides, end user content.

### **Skills, Knowledge, Qualifications & Experience**

- 3 years technical writing experience or a BA/BS degree in English, Journalism, Technical Communication, or related field is an asset.
- Strong organization and time management skills.
- Excellent oral and written communication skills, including proven expertise in writing for a business/professional audience.
- Strong editing skills and impeccable knowledge of grammar and usage.
- MS Word expertise and Adobe Acrobat.
- Knowledge of context sensitive help implementation.
- Enthusiasm for new technologies and the latest trends in technical writing and help issues.
- Ability to work independently to often conflicting and tight deadlines, while maintaining the highest standards of accuracy.

### **Supervision**

Reports to the Quality Assurance Manager

### **Knowledge and Abilities**

Have a comprehensive understanding of Technical writing methodologies. Aptitude for deep technical understanding of related technologies, prioritization skills, project management skills, the ability to work



both independently and collaboratively, and the ability to collaborate effectively across many diverse groups.

### Work Hours

Monday - Friday, 9:00 a.m. - 5:00 p.m., but may be required to work occasional long and/or irregular hours.

**Required Documents** Resume, cover letter, transcripts, and certifications.