

Technical Editing and Writing Specialist: Sr. Technical Editing & Writing Specialist

Responsible for the overall publications tasks and monitors publication tasks to ensure that manuals are prepared in accordance with contractual requirements. Responsible for collecting/compiling information to write material for technical manuals, test procedures, technical reports, and other technical data. May prepare estimates/proposals for various publication tasks. Maintains close working relationship with engineering, manufacturing and field service personnel to: obtain data, correct errors, and ensure that data generated by Engineering meets Logistics requirements. Prepares and/or assists in the preparation of validation plans that are to be used for validation/verification of technical manual data. Conducts and/or participates in technical manual in-Process Reviews (IPR's) or Pre-Publication Reviews (PPR's).

Writes, rewrites and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Oversees preparation of illustrative materials, selecting drawings, sketches, diagrams and charts. Conducts quality review of materials.

Knowledge

Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.

Problem Solving

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

Impact

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

Liaison

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.

Minimum Education and Experience

10+ years directly-related experience with Bachelor's Degree in Communications or Business-related field. Advanced MS Word, PowerPoint and Excel skills.