

Technical Writer

Job Description:

- Provide desktop publishing of technical publications primarily for analog and interface engineering projects.
- Accurately edit, proof, format and publish technical documentation (i.e., data sheets, user guides, application notes and other technical/marketing literature).
- Interface with internal customers on development of technical literature.
- Maintain and execute to a documentation/project schedule within tight deadlines.
- Coordinate and support document control, distribution and the web site posting process. Includes .pdf file creation and release.

Requirements:

- Minimum of 3+ years experience in technical publications development within a high tech environment or related experience.
- Strong knowledge of Adobe FrameMaker.
- Excellent written, grammar, communication and organizational skills.
- Strong decision making, attention to detail and prioritization abilities necessary.
- Must communicate and work well in a team environment.
- Degree in English, Journalism or Communications preferred.
- Detail oriented and precise.
- Ability to handle multiple projects, resolve issues/conflicts effectively and meet tight deadlines.
- Maintain excellent working relationships and communication with co-workers.
- Strong team player; ability to excel in a consensus environment.