sparkthought

Technical Writer

RESPONSIBILITIES

- Creating technical documentation of client procedures, manuals, and regulatory-required documentation (with or without client resources)
- Leading documentation projects from initiation to completion, ensuring timely delivery and adherence to quality standards
- Creating and formatting internal documentation
- Preparing presentations and training materials
- Leading and conducting research to gain an in-depth understanding of the product, procedures, or other material to be documented
- Performing assessments of existing client documentation to determine whether there are any gaps in regulatory compliance
- Interviewing and collaborating with subject matter experts to verify the accuracy of technical content to ensure that written procedures correctly portray client practices
- Simplifying complex technical material by breaking it down into understandable steps that can be followed by the end-user to achieve the intended results
- Reviewing and editing technical material written by others (engineers, geologists, etc.) for clarity, conciseness, grammar, and consistent formatting
- Formatting documents in accordance with the client's existing style guidelines and as needed, determining new formatting and/or creating new style guides for clients
- Mentoring junior writers as required, providing guidance on best practices, and reviewing their work for quality and consistency

REQUIREMENTS

- MADCAP FLARE AUTHORING EXPERIENCE REQUIRED. MUST BE ABLE TO AUTHOR AND DELIVER PROJECTS IN MADCAP FLARE
- Bachelor's degree in English, Journalism, Communications, or related field
- Strong verbal and written communication skills
- Excellent writing skills including strong proficiency in English grammatical and punctuation skills and expert ability to thoroughly edit and proofread own work and the work of colleagues
- Ability to present complex information in a simple and clear text
- Ability to meet deadlines and to work independently
- Advanced skills in Microsoft Word, PowerPoint, and Excel. The ideal candidate keeps computer skills up to date. Experience using SharePoint and Visio preferred
- Flexibility to work remotely or able to go on-site as required
- Availability to work up to 8 hours daily, depending on workload
- Strong ability to thrive in a fully remote setting
- Intellectually curious person who is collaborative and self-motivated--a fast learner, comfortable with uncertainties   and evolving as needed, flexibility is key!
- Excellent organizational skills and detail-oriented with a dedication to accuracy

JOB DETAILS

Job Types: Contract OR Full Time
Expected hours: No more than 40 per week
Please submit a portfolio of past work when applying for this role.