

Title: Technical Writer

Reports to: Director of Engineering

Type: Exempt

Description:

The Technical Writer will work to continuously improve the SureScan explosive detection product documentation to support service and sales.

Key Responsibilities:

- Develop operator and service manuals
- Support development of other complex technical information into clear and concise documentation
- Develop or support regulatory submissions
- Support tender bid documents
- Develop or support technical marketing collaterals. May include video scripting, web development support, etc.
- Help determine needs of end users regarding documentation
- Translate technical information into easy to understand documentation
- Create, maintain and update all documentation

Education & Experience:

- Technical Bachelor degree or equivalent technical experience
- Ability to quickly grasp complex technical concepts
- Desire to learn new technologies
- Excellent oral and written communication skills
- Ability to communicate with customers and developers to develop and organize information using text, diagrams, pictures, graphs, animations, etc.
- Ability to choose appropriate medium for audience
- Standardize message and content across media
- Experience in localizing documents
- Strong team player

Minimum Qualifications:

- Ability to deal with a variety of changing situations under stress
- Computer literacy applied to scheduling and data management
- Microsoft Office applications including Word and Excel
- Organizational skills, records keeping with self-directed discipline
- Excellent written, verbal, and interpersonal communication and teamwork skills
- Must keep accurate records
- Must adapt to changing priorities
- Must be able to track multiple projects simultaneously
- Must be proficient in reading and writing the English language
- Must be eligible to obtain security clearance

Physical Demands

- Occasionally required to sit
- Occasionally required to walk
- Occasionally required to use hands to finger, handle, or feel
- Occasionally required to reach with hands and arms
- Occasionally required to talk or hear
- Occasionally required to bend, lift or climb.
- Occasionally required to lift light weights (less than 25 pounds)
- Finger dexterity required
- Hand coordination required
- Specific vision abilities required for this job include: close vision, distance vision, ability to adjust or focus
- Extensively uses computers, computer software and communications equipment, including typing

Work Environment

- Generally works in office environment
- Will work in an environment where CFR 1020.40 compliant x-ray equipment is present and being used
- Protective clothing or equipment may be required including: steel toed boots