

# Technical Writer Job Description

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- Provide technical support, including assistance to management and clients with the information on technical products and services
- Develop, write, and edit technical documentation for the organization, which include manuals, procedures, specifications, and design documents
- Create professional technical writing style
- Design technical diagrams and charts using company's software or drawing tools, such as Microsoft Visio or Adobe Illustrator
- Write text in a clear language or style to meet the purpose of document or report at the lowest cost per word
- Write reports in accordance with industry standards and client specifications
- Follow the style and format for technical writing
- Work with other employee or department to ensure that the team meets their target
- Cooperate with supervisor, subordinates, and department heads, to ensure that the team meets its target
- Ensure that documentation is compliant with relevant laws and regulations
- Provide technical support to clients by answering questions about product or service
- Write technical documentation to include manuals, procedures, specifications, and design documents
- Write content for websites that are technology-related
- Review existing technical writing and make suggestions for improvement
- Update obsolete documents if necessary
- Involve in software development process by creating designs or by designing tools that assist in creating new documents or software applications.