Sr/Lead Technical Writer

Job Description

We're looking for a Technical Writer who can understand business requirements as well as compliance requirements and help write technical documentation for the engineering team, FDA, ISO, IEC, HIPAA, etc. Some Business Analysis or Quality Assurance experience is preferable, as this role requires that you understand the ins and outs of the system to better compile technical documentation, and help the technical team keep these documents up-to-date. The successful candidate will be working along-side other engineers and developers, along with the project manager and product owner to facilitate the development and delivery of products.

We are seeking a person that thrives at working in a fast-paced, high-energy environment and possesses excellent communication skills. Qualified candidates will be results-oriented, self-driven, and possess the ability to successfully prioritize and execute several tasks at any given time.

Responsibilities

- Be part of a tight-knit global team in an energetic startup environment

- Assist with developing and maintaining the quality management system

- Plan, create, and maintain technical documentation for internal or external engineering audiences

- Handle multiple project documents running together in a fast-paced environment

- Edit, clarify, and proofread documents written by others and coach non-writers on ways to improve their writing skills

- Quickly grasp complex technical concepts and make them easily understandable in text and pictures

- Maintain relevant engineering documents to meet ISO 13485, IEC 62304 standards and FDA 21 CFR requirements

- Interact closely with Project Management, Engineering, QA, Compliance, and other Subject Matter Experts (SMEs)

- Support the team to ensure that the software adheres to the compliance standards

Skills

- Highly motivated individual who can understand complex systems quickly

- Ability to multi-task, work independently as well as part of a team, and demonstrate keen attention to details

- Thorough understanding of SDLC

- Experience developing quality management systems that define the processes used to develop and produce the product

- Experience with software testing and quality assurance

- Excellent verbal and written communication skills

- Bachelors Degree in Computer Science or Equivalent

- [Enter the number of years of experience] years of professional technical writing experience

- Experience working in [Enter the relevant industry] is a plus

- Experience working with Jira and other tools is a plus

**Location**: [Enter location]

Company Introduction:

[Enter company details]