Technical Writer, R&D

POSITION SUMMARY: The position is responsible for producing technical documentation such as engineering drawings, manufacturing instructions, travelers, protocol, and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Work with input from R&D engineers to produce/revise technical documentation such as engineering drawings, manufacturing instructions, travelers, protocols and reports.
• Provide writing and editing support for documents prepared by other members of the team.
• Develop standardized/optimized templates and formatting (e.g. style guidelines for text, illustrations, tables, graphs) for R&D generated documents.
• Responsible for document maintenance and updating as required (i.e. ECO).
• Illustrate and generate figures for use in manuals and manufacturing instructions.
• Identifying and implementing good documentation practices (GDP) compliance and other regulatory requirements are maintained within the company.

EDUCATION/CERTIFICATION: Bachelor’s degree, preferably in Engineering, Physical or Biological sciences or relevant experience.

EXPERIENCE REQUIRED: 1-2 years of experience.

REQUIDED KNOWLEDGE:

• Microsoft Office
• Solidworks, AutoCAD
• Good Documentation Practices

SKILLS/ABILITIES:

• Excellent people skills, team oriented
• Effective written and verbal communication skills
• Detail-oriented with strong organizational skills
• Strong computer skills (word processing and database programs)