

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

REQUIRED 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)