Entry-level:

POSITION DESCRIPTION:

Seeking an entry-level technical writer who can learn and become part of a seasoned technical writing team, to author and edit highly regulated technical content/literature for the medical device industry. This writer should have experience in researching, organizing, and developing information for writing projects for technical content. Customers and clients for this technical content/literature include the patients, nurses, physicians, as well as Sales, Marketing and technical support members.

POSITION RESPONSIBILITIES:

- Obtain instruction to define, author, and edit technical content/literature in a CMS environment based on product specifications, interviewing SMEs, investigating prototype hardware and software, and observing actual use situations
- Lead discussions, manage content review boards sessions, and ensure team comments are incorporated
- Collaborate with team members on developing and maintaining DOPs and SOPs, templates, and style guides based on industry standards
- Represent Technical Communications interests and requirements to ensure that the highest quality work is delivered
- Define deliverable content and collaborate with translation organizations
- Proactively develop solutions to complex issues

BASIC QUALIFICATIONS:

REQUIREMENTS:

Either of the following:

- Bachelor's degree Bachelor's degree in English, Journalism, Technical Writing, or similar (or)
- Associate's degree, plus 1 or more years of professional writing experience (experience working in a regulated environment a plus)

SPECIALIZED KNOWLEDGE REQUIRED:

- Experience writing technical content
- Experience with Desktop Publishing
- Aptitude to learn new product technologies, structured process development process and database publishing tools
- Excellent written and verbal communication skills
- Self-motivated
- Able to work independently and with teams
- Demonstrated ability to meet deadlines and manage multiple priorities

DESIRED/PREFERRED QUALIFICATIONS (optional)

- Bachelor's degree in Technical Communications or English
- Experience working as a technical/medical writer
- Experience in medical technology and/or software end user (consumer) documentation
- Technical Writing Certificate
- Experience in producing documents and managing files in a controlled systems environment (workflow, permissions, versions, etc. are system controlled)
- Experience in the medical device or pharmaceutical industry
- Knowledge of structured writing and minimalism

- Experience and familiarity with Human Factors/Usability design principles
- Experience with creating and managing project schedules

PHYSICAL JOB REQUIREMENTS:

- The physical demands described within the Position Responsibilities section of this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to be independently mobile. The employee is also required to interact with a computer, and communicate with peers and co-workers.
- While performing the duties of this job, the employee is regularly required to talk or hear, frequently required to sit and reach with hands and arms, and regularly required to stand; walk and use hands to finger, handle, or feel.
- Sitting for long periods of time.
- Light lifting.

Technical Writer / Tech Comm

Senior Level:

POSITION DESCRIPTION:

Seeking Sr. level technical writer who can lead, author, and edit highly regulated technical content/literature for the medical device industry. This writer should have proven ability to research, organize, and develop writing projects for technical content/literature by working closely with R&D, Regulatory, Human Factors, Education and Marketing. Customers and clients for this technical content/literature include the patients, nurses, physicians, as well as Sales, Marketing and technical support members.

POSITION RESPONSIBILITIES:

- Lead, define, author, and edit technical content/literature in a CMS environment based on product specifications, interviewing SMEs, investigating prototype hardware and software, and observing actual use situations.
- Define, develop, maintain, and drive project schedules and deliverables throughout their lifecycle.
- Perform peer editing duties to ensure that material is clear, accurate, and consistent. And, that it meets regulatory, quality, marketing, branding, and geographical requirements.
- Lead discussions, manage content review boards sessions, and ensure team comments are incorporated.
- Collaborate with team members on developing and maintaining DOPs and SOPs, templates, and style guides based on industry standards.
- Represent Technical Communications interests and requirements to ensure highest quality work is delivered.
- Define deliverable content and collaborate with translation organizations.
- Proactively develop solutions to complex issues.
- Mentor junior and mid-level technical writers.

BASIC QUALIFICATIONS:

EDUCATION REQUIRED: (No equivalencies)

Bachelor's degree

YEARS OF EXPERIENCE:

5+ year's work experience as a technical writer in a regulated medical or technology environment.

SPECIALIZED KNOWLEDGE REQUIRED:

- Experience authoring User Guides for electronic devices, hardware, and software.
- Knowledge and experience working in the medical device industry.
- Knowledge of formal reviews and system validation processes.
- Excellent Desktop Publishing skills.
- Aptitude to learn new product technologies, structured process development process and database publishing tools.
- Excellent written and verbal communication skills.
- Self-motivated.
- Able to work independently and with teams.
- Demonstrated ability to meet deadlines and manage multiple priorities.

DESIRED/PREFERRED QUALIFICATIONS (optional)

- Bachelor degree in Technical Communications.
- Experience working as a technical/medical writer in a regulated medical environment.
- Experience in medical technology and/or software end user (consumer) documentation.
- Technical Writing Certificate.
- Experience in producing documents and managing files in a controlled systems environment (workflow, permissions, versions, etc. are system controlled).
- CMS (xml) authoring experience, preferably Vasont.
- Experience in the medical device or pharmaceutical industry.
- Knowledge of structured writing and minimalism.
- Experience and familiarity with Human Factors/Usability design principles.
- Experience with creating and managing project schedules.

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- While performing the duties of this job, the employee is regularly required to talk or hear, frequently required to sit and reach with hands and arms, and regularly required to stand; walk and use hands to finger, handle, or feel.
- Sitting for long periods of time.
- Light lifting.