

Job Announcement: 2023-001

Job Title: Technical Writer 1

Open: March 2023

Description:

SHEPRA has two operating units – Consulting Services, and Engineering Technology Services. Both units produce content for internal and external client technical documentation (e.g., technical reports, briefings, infographics, manuals, and other publications). The Technical Writer will work with internal and external teams to understand the subject matter to produce high-quality documentation appropriate to its intended audience. SHEPRA Technical Writer main tasks generally include:

- Working closely together with developers, illustrators, graphic designers, translators, and other relevant professionals
- Collaborating with engineers, developers and other technical specialists to ensure that they understand the subject
- Researching and gathering technical information and studying target audiences
- Creating clear and concise material, taking care of editing and proofreading tasks
- Producing high-quality documentation, hard copy and digital, that is appropriate for its intended audience
- Revising or rewriting existing technical literature
- Updating and maintaining a library of technical terminology and documentation
- Creating and maintaining the information architecture and office templates to standardize company documentation products
- Staying up to date with the latest trends and developments in the industry
- Creating other materials (e.g., presentation briefings, marketing materials)

Required Skills:

- Ability to quickly grasp complex technical concepts and make them easily understandable in text, tables and figures
- Ability to deliver high quality documentation paying attention to detail and audience
- Excellent written skills in English
- Strong working knowledge of Microsoft Office
- Preferred experience working with Adobe suite (e.g., Illustrator, photoshop)

Education: Relevant Bachelor's degree.

Experience: 3-5 Years Technical Writing

Location: Jacksonville, Florida

Salary Range: \$57,000 to \$64,000

Other: U.S. Citizen and must pass a Federal Government background check

Company Website: <https://shepra.com/>