

Job Description

Title: Technical Writer

Cost Ctr: ENGINEERING

Work Location: ADDISON Position Status: Full-time Part-time

Division & Department: ENGINEERING

Position Reports to: Director, Hardware Engineering

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

JOB SUMMARY

The technical writer is responsible for creating, editing and maintaining technical documentation including design and functional specifications, system architecture documents, theory of operations and operating manuals. This position works closely with the engineering team during development projects to capture technical concepts and design details and document them within customer facing deliverables.

A broad technical writing background is preferred since the documents worked on will cover a wide range of technical concepts including optics, electronics, mechanical and software.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Collaborates with Engineering to create and update technical documents, fulfilling a vital role during product development projects.
- Translate technical details and requirements into an easy to understand, customer-facing documentation
- Understand contractual documentation requirements and assess the information and work necessary to fulfill these requirements
- Perform professional level editing services for a wide range of technical documents including proofreading and editing technical documents.

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- Develops and enforcing document templates to ensure consistent application of company standards and fulfillment of customer requirements
- Collaborates with project management to define and estimate the deliverable requirements and timelines for projects

KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills)

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Minimum of five years related technical writing experience
- Professional fluency in written and spoken English
- Bachelor's degree in Engineering, Technical Communication, English or Journalism
- Version and configuration control experience
- Content management experience
- Proficiency in MS Office Suite including MS Word, PowerPoint, Visio and Excel
- Ability to manage time and resources in order to meet deliverable deadlines
- Familiarity with product development life cycles

SPECIAL REQUIREMENTS [Travel %, language, etc.]

- Travel less than 5 percent

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [office/warehouse/lab] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [office/warehouse/lab] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to

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occasionally travel to other locations using various modes of private or commercial transportation.