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Job Listings for Technical Communicators



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Wednesday, September 3, 2014

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Technical Writer

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Job ID:	19914238	Posted:	September 2, 2014
Position Title:	Technical Writer	Job Type:	Temporary
Company Name:	JPG & Associates, Inc.	Job Duration:	6-12 Months
Job Function:	Technical Writer	Min Education:	BA/BS/Undergraduate
Entry Level:	No	Min Experience:	1-2 Years
Location(s):	Mounds View, Minnesota, United States	Required Travel:	None

APPLY FOR THIS JOB

Contact Person: Emily Alverson Phone: 6517791072

Email Address: hr@jpgassoc.com



Job Description

WORK LOCATION: Mounds View, MN

ASSIGNMENT DURATION: 6 months

POSITION DESCRIPTION:

Provide technical writing, project management, and configuration management support for medical device industry product labeling projects within CRDM Technical Communications.. Instructions for Use (IFU) deliverables include clinician reference manuals, product inserts, online help, etc. Users of this information may include regulators, clinicians, patients, and technical support representatives. May be asked to move quickly between project work and process development and do both writing and project mgmt. Need to be energized by change and able to stay flexible.

POSITION RESPONSIBILITIES:

Plan, research, and develop content or coordinate content development for technical writing projects. Research products by reading product specifications and other documentation, interviewing subject matter experts, and investigating prototype hardware and software. Support project teams as necessary, including facilitating decisions about distribution and local language plans and regulatory requirements, researching justification for historical content changes, etc. Maintain awareness of and ensure adherence to standards, laws, and process and content-related regulatory requirements, as well as internal procedures. Develop, communicate and maintain project estimates, schedules, and status. Coordinate layout and design of deliverables with graphic designer and/or print specifications expert. Conduct content and quality reviews. Coordinate translations. Maintain project-related records, working within a variety of document control and configuration management systems, processes and tools. Apply creativity to solve problems related to processes, systems, and tools.

Job Requirements

BASIC QUALIFICATIONS:

Technical writing career focus with some project management experience (certification not necessary), OR

Project Management career focus with some technical writing experience

Demonstrated ability to write clearly and concisely

Recent experience working in Framemaker, XML, component content management systems, and document control and/or configuration management systems

Demonstrated tools proficiency and aptitude

EDUCATION REQUIRED:

4-year Bachelor's degree in Technical Writing or related field

YEARS OF EXPERIENCE: 1-3 Minimum

DESIRED START DATE: September 2014

DESIRED/PREFERRED QUALIFICATIONS:

Demonstrated experience/apptitude for the following things:

- Experience working in regulated industry
- Experience applying ISO regulations, FDA QSR Design Controls, GMP, etc. into the design of technical documentation
- Preference for multi-tasking
- Skilled at analyzing and organizing data
- Ability to influence and inspire others

Interested candidates should email a resume to hr@jpgassoc.com

APPLY FOR THIS JOB

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