



Technical Writer

Responsible for providing proofreading, editorial and writing support.

Require a technical writer familiar with scientific terminology; a background in biotechnology with emphasis on vaccine development is preferred. Perform both writing and proof reading of scientific reports, standard operating procedures, Product Plans, scientific publications and power point presentations. Will need to interpret text to insure consistency within the document, verify sources, identify and correct inconsistencies and restructure to make the documents easily understandable without altering the meaning of the text. This individual will also function as a document control manager for all technical documentation.

Requirements:

- Excellent proof-reading skills
- Proficient incorporating document files from other applications such as Visio, MS Project, Excel and others into Microsoft Word
- Ability to interpret technical text
- Demonstrated ability for clear and concise communication
- Ability to work independently and with direction of leadership

Education / Experience

- College graduate degree in English or Communications
- Experience in biomedical fieldP
- Prior experience of two or more years in writing, editing and proof reading in a professional position