

## Technical Writer

An Oakland-based professional consulting firm seeks a skilled technical writer to work at its corporate headquarters in a hybrid work model. The ideal candidate is detail-oriented and dependable, good at researching complex subjects and analyzing data, and has the ability to make technical concepts easy to understand. You will provide writing assistance to Acumen and clients. If you have a positive attitude, proven experience as a technical writer, and manage your time well, we would like to meet you. This position is part-time to start, and the pay is competitive.

### Required skills:

- Strong writing ability with good use of grammar, punctuation, and spelling. Excellent verbal and written communication skills.
- Strong professional, interpersonal, and organizational skills.
- Internet savvy and proficiency in the full Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint; and Adobe Acrobat Pro.
- Ability to conduct detailed research, analyze technical data from multiple sources including subject matter experts and project managers, and communicate complex technical concepts clearly.

### Responsibilities:

- Write, edit, and proofread business documents including reports, specifications, white papers, fact sheets, articles, operations manuals, e-mails, letters, memos, as well as web content.
- Assist the business development team in preparing proposals, requests for information, contracts, resumes, information packages, and presentations; assist human resources and other staff in writing policies and procedures, job descriptions, and training material.
- Oversee the document review process, address comments, and incorporate revisions.
- File electronic and hard copy documents.

### Required education and essential skills:

- Bachelor's degree in a related field and a minimum of 2-5 years of technical writing experience.
- Ability to follow directions and work independently.
- Excellent time management skills and the ability to prioritize work and meet deadlines.

### Desired skills:

- Familiarity with Americans with Disabilities Act Standards for Accessible Design.
- Desktop publishing skills and experience with InDesign, Photoshop, and other graphic design programs.
- Web posting and social media experience, including knowledge of WordPress.
- Familiarity with the transportation industry or public transportation in Alameda County.

**You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.**

[APPLY](#)