

This position is full time. Salary DOE with health and retirement benefits provided. Send resume, cover letter, and [job application](#) to Alturas Analytics, Inc., 1324 Alturas Drive, Moscow, ID, 83843, or email hr@alturasanalytics.com.

This position will work closely with a team of technical writers to create scientific regulated reports derived from the bioanalytical work performed at Alturas Analytics. Technical writers also maintain the reporting system and write technical procedures and standard operating procedures related to the technical writing functions. A depth of knowledge of bioanalytical assay development and the analysis process is highly beneficial, but not required. Ability to be proactive and take initiative to learn while getting the job done will be prioritized over experience.

Job Title:

Technical Writer

Position Summary:

The Technical Writer is responsible for writing all regulatory related and required documents as well as other business documents and correspondence.

Essential Duties and Tasks:

- Prepares final reports per Alturas Analytics, Inc. and client guidelines including spelling, grammar, punctuation, formatting, etc.
- Verifies that the raw data used in the final report was captured correctly for the final report preparation
- Prepares manuscripts, presentations, SOPs, test methods, or other technical documents as requested by senior personnel
- Works closely with the project lead and/or personnel responsible for the generation of a specific report to ensure time lines and quality issues are addressed
- Distributes reports to clients
- May perform QC review of data if needed
- Performs other duties as needed or assigned

Education and Experience Requirements:

- Bachelor's degree (physical, biological or chemistry science preferred)
- Two years of technical or professional writing experience
- Excellent knowledge of complete MS Office suite
- Excellent knowledge of complete Adobe Acrobat suite
- Previous experience in a chemistry or bioanalytical laboratory testing facility is preferred
- An equivalent combination of education and experience may qualify the appropriate personnel for this position

Skills and Abilities Requirements:

- Skills in verbal and written communication

- Skills in word processing to prepare reports and correspondence
- Ability to work accurately when under pressure to meet deadlines

Physical Requirements:

- Position requires sitting over 2/3 of the time
- Position requires working in front of a computer monitor over 2/3 of the time
- Position requires walking less than 1/3 of the time between departments/offices
- Position requires standing less than 1/3 of the time
- Position requires talking or hearing less than 1/3 of the time
- Position requires use of hands and manual dexterity up to 2/3 of the time
- Position requires reaching with hands and arms less than 1/3 of the time
- Position requires lifting up to 10 lbs. up to 2/3 of the time