

Editor Configuration Management

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Company: HALCON

Location: abu dhabi

Category: other-general

Create and produce templates for documents and forms adhering to the company standards Ensure that all documents and materials are professionally documented and maintained using company templates Set publication standards of the documents establishing clear standard operating procedures and protocols Proofread, review, edit and verify documents to ensure clarity, accuracy, consistency of style, completeness and quality of contents and that it meets company or customer's needs Perform research in order to accurately edit, prepare, and produce technical documentation Write / rewrite, organize, structure and format specifications, manuals, policies, procedures, standards, guidelines, etc.; insert cross-references to related information (figures, tables, references, paragraphs, appendices, verification cross-reference tables) to improve its readability and effectiveness Ensure documentation promotes a positive image of the organization and complies with company documentation standards Maintain current Document Standard Templates (DST) for internal use by Halcon employees Maintain appropriate database and / or files of different versions of documents to build a source of reference

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