

Manager - Architectural Technical Writer

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Company: Hill Intl.

Location: abu dhabi

Category: other-general

Manager - Architectural Technical Writer Responsibilities

The Manager, Architectural Technical Writer serves as the bridge, translating complex architectural ideas into clear, articulate documentation. Marrying technical expertise with refined writing skills, this role encompasses the following duties: Draft, review, and finalize RFPs, ensuring all requirements and specifications are captured accurately. Create clear and concise scopes of work that detail the requirements and expectations for architectural projects. Liaise with architects, project managers, and other team members to gather technical details for documentation. Translate intricate architectural designs and concepts into understandable language for diverse audiences. Maintain a comprehensive library of architectural documentation, ensuring updates are timely and accurate. Review and edit existing documentation for clarity, consistency, and technical accuracy. Provide guidance and support to the project team on documentation standards and best practices. Coordinate with stakeholders to clarify project details and address any documentation-related queries. Stay updated with the latest trends in architectural documentation and technical writing. Ensure all documentation adheres to industry standards, company guidelines, and best practices. Collaborate with the design and proposal teams to ensure alignment between design intent and documentation. Mentor junior writers and provide training on best practices in architectural technical writing. Develop and maintain a documentation roadmap. Incorporate feedback from cross-functional teams. Implement and manage a version control system for documents. Collaborate with graphic designers for visuals in documentation. Organize workshops to gather requirements or feedback. Stay proficient in the latest technical writing

software and tools. Participate in training to stay updated on architectural trends. Ensure documents adhere to accessibility standards like WCAG. Implement a thorough review process for documentation. Coordinate with legal and procurement for compliance in technical specifications. Qualifications Master's or bachelor's degree (or equivalent) in Architecture, Engineering, Interior Design, Urban Planning, or related fields. 10-12 years of experience in real estate design & development, with roles focusing on technical writing, preferably in an architectural or construction environment for large, complex projects. Proven track record of producing high-quality RFPs, technical documents, or project specifications. Strong knowledge of architectural terminology, principles, and practices. Exceptional written and verbal communication skills. Effective collaboration skills, both as a team player and as an independent contributor, with a demonstrated ability to balance teamwork and independent project assignments. Ability to comprehend complex architectural concepts and translate them into understandable written content. Detail-oriented with a keen focus on accuracy and consistency. Ability to work collaboratively with a diverse team of professionals including architects, designers, and project managers. Strong organizational skills with the ability to manage multiple projects simultaneously. Problem-solving mindset with the ability to think critically and offer solutions to documentation challenges. Familiarity with industry best practices and standards in architectural documentation. Capacity to adapt writing style based on the target audience and purpose. Strong research skills, ensuring all technical information is accurate and up to date. Commitment to continuous learning and staying updated with advancements in the field of architecture and technical writing. Proficiency in documentation tools and software. Ability to work under tight deadlines without compromising on quality. Extensive experience working with diverse and cross-functional teams and design disciplines, fostering effective collaboration and integration of various stakeholders. Results-driven mindset, consistently achieving project goals and driving success in design delivery. Excellent communication skills, written and spoken English (Arabic preferred). Capacity to maintain confidentiality and handle sensitive information with discretion. Demonstrated success working with diverse teams and design disciplines.

Job Info Job Identifier 8632 Job Category Projects Management Posting Date 10/31/2023, 10:06 AM Locations Abu Dhabi, Abu Dhabi Emirate, United Arab Emirates Page Manager - Architectural Technical Writer - Hill Minimal 112022 Careers loaded

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