Lead Technical Writer

Greensea IQ is a dual-use robotics company transitioning mature solutions developed for and by the defense industry to the commercial markets for high impact.

Greensea IQ is uniquely positioned to capitalize on the growing Blue Economy that is being driven by the demands for scalable and persistent ocean protection, net-zero emissions in shipping, alternative energy sources from the ocean, and understanding the impact to the seas as our climate changes.

As a world leader in autonomous underwater robot technologies, we deliver high impact solutions to meet the growing demand for efficiency, safety, and scalability across the entire Blue Economy.

Job Description

Greensea IQ is seeking a strategic and hands-on Lead Technical Writer to own the planning, development, and delivery of all external and internal documentation across our diverse product lines. This role is pivotal in ensuring that our customers, developers, and internal teams can access clear, accurate, and well-structured information at every stage of the product lifecycle.

As both a senior writer and team leader, the Lead Technical Writer will manage documentation workflows across engineering, product, and marketing teams. This role also leads a team of editors and content creators, drives content strategy, and upholds documentation as a key component of Greensea IQ's user experience and product success.

Responsibilities

- Serve as owner and gatekeeper of all internal and external documentation across the company.
- Develop and maintain internal knowledge bases and company wikis.
- Write and manage customer-facing user guides, tutorials, release notes, and support content for 200+ applications.
- Produce technical documentation for hardware and software developers, including API docs, interface specs, and integration manuals.
- Collaborate with Engineering to understand technical functionality and translate it into accessible content.

- Partner with Product Managers and Chief Engineers to define documentation needs in alignment with product releases.
- Coordinate with Marketing to ensure consistent voice, tone, and messaging in technical materials.
- Design and improve documentation workflows to support scalable content creation and review processes.
- Lead and mentor a team of technical writers, copy editors, and content specialists.
- Champion user-first thinking and continuously seek to improve the usability and clarity of our documentation.
- All other responsibilities as reasonably assigned.

Requirements

- Bachelor's degree in Technical Writing, English, Engineering, or a related field. Candidates with equivalent experience may be considered.
- 5+ years of experience in technical writing or documentation for complex products.
- Proficiency with MadCap Flare/Central is a must.
- Proficiency with Adobe Creative Suite, primarily Illustrator, Photoshop, and Acrobat.
- Familiarity with productivity and collaboration tools (e.g., Google Workspace, Git, Jira, Confluence, Microsoft Office).
- Working knowledge of C++ or the ability to parse and describe technical codebases, not required, but preferred.
- Exceptional writing, editing, and organizational skills.
- Demonstrated leadership or team management experience.
- Strong communication skills and a collaborative mindset.
- Passion for simplifying complexity and improving how people interact with technology.

To apply, please send your resume, salary requirements, and cover letter to careers@greenseaIQ.com as PDF documents. The candidate must be eligible to work in the United States. Occasional travel may be required. This position is based in Plymouth, MA. Annual salary range: $105-120k, depending on experience.

Greensea IQ (www.greenseaIQ.com) is an equal opportunity employer. We offer a casual and fun work environment and provide our employees training and continuing education opportunities. Greensea IQ offers competitive salaries and a complete benefits package, including full health insurance, 401(k), and paid vacation, holiday, and sick leave.