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OP - Government & Public Affairs & Communications - Writer II

Develops and refines technical documents, manuals, bulletins, brochures, publications, training manuals, and special reports.

Develops and maintains technical documentations and process documentations.

Organizes and coordinates the composition of material and drafting of forms suitable for reproduction.

Reviews and edits prepared material and illustrations. Oversees the writing, editing, publishing, and distribution of specification documents.

Analyzes requirements, develops source material, and consults engineering and technical staff as a subject matter expert.

Typically requires 3-5 years of experience. Intermediate level. Moving towards full competency.

Requires a broader, general understanding of discipline. Identifies problems and develops potential solutions.

Makes decisions within well defined parameters. Typically requires five to seven years of experience in the field or related area.

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