

Job Title: Technical Copywriter and Editor
Reports to: Communication & Marketing Manager
Job Purpose: Responsible for all of EOC's written content and ensuring it is creative, engaging and understood by a variety audiences

DESCRIPTION

Eckersley O'Callaghan is one of the most innovative structural and facade engineering design firms in the world. Our multiple award winning collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and the V&A, have placed us at the forefront of design in structures and facades. Our principal office is in London, with other offices in New York, Los Angeles, Paris, Hong Kong and Sydney. We currently employ around 85 staff in London and 30 in overseas offices. We have ambitious plans for continued future growth around the world.

The Technical Copywriter and Editor has a key role in delivering in house copy and acting as copy editor for EOC to help meet the objectives of our dynamic and growing business. They will work primarily with the Communications & Marketing Manager, Bid Coordinator and Graphic Designer and senior team. The successful applicant should have a keen eye, excellent writing skills and experience within the world of architecture and construction.

To find out more about the role and to submit an application please visit <https://www.eocengineers.com/en/careers>

KEY RESPONSIBILITIES

- Act as in house copywriter and copyeditor
- Work with the Communications & Marketing Manager, Directors, marketing team, and engineers to produce and maintain on brand creative copy for a variety of output, including:
 - Design thought pieces and presentations including award submissions.
 - Project submissions and commercial bid proposals and capability statements
 - Website content, press releases and newsletters
 - User guides
 - Project pages
 - Staff CVs
- Determine the clearest and most logical way to present information for greatest reader comprehension and writes and edits technical information accordingly
- Learn and understand complex concepts, and communicate the information in a way that is engaging and understood by readers
- Act as an editor for peers to ensure consistency in written content and review all content intended to be shared externally prior to release
- Develop a thorough understanding of the audience and the documentation required by meeting with colleagues, and working with managers
- Collaborates with translators as necessary to convert writing into a variety of languages

JOB KNOWLEDGE, SKILLS & EXPERIENCE

- BA or above in any of the following English, Communication, Journalism, Structural Engineering or Architecture, Technical Writing and 2+ years of technical writing experience within the construction industry or at least 3 years of experience in writing complex documentation within the construction industry or related fields
- Interest in the built environment and technically minded
- Strong written and verbal communication in English and experience working with content in multiple mediums
- Experience of writing creative and incisive writing to deadline and under pressure
- Able to write with excellent attention to detail and proficient in writing for a variety of audiences

- Knowledge and experience of InDesign and MS applications

PERSONAL QUALITIES

- A flexible, positive approach and the ability to work as part of a team in a busy, creative atmosphere and enjoys new challenges
- Good organisational skills and the ability to cope with a variety of projects and tasks, often under pressure to a deadline
- Excellent interpersonal skills with the ability to communicate with people of all levels
- Able to manage a number of projects to a deadline
- Willing to jump in and tackle new challenges