

## Technical Writer

### Job description

#### **Essential Functions/Major Responsibilities:**

- Collaborate with subject matter experts.
- Convert complex documents to easy language for multiple audiences.
- Partner with Product Development and Manufacturing Engineering to transfer products to manufacturing and create written content.
- Capable of communicating complex ideas in a clear and concise manner
- Release all generated content through our ECO/ECR process.
- Responsible for all manufacturing documentation i.e., SOP's, production records, checklists, forms, process maps, etc.
- Convert assembly drawings to standard operating procedures.
- Capable of working with the team to generate process maps and then convert to SOP.
- Other duties and responsibilities will be assigned as needed.
- Demonstrate ability to write original material.
- Perform other work-related duties as assigned.

#### **Qualifications:**

- **Education:** 5+ years of experience working as a Technical Writer, or Bachelor's Degree in English/Communications or a technical discipline, a Technical Writing Certificate, or demonstrated excellence in technical writing and communication.
- **Experience:** Minimum of two (2+) years' experience with Solid Works and Vault. Minimum of two (2+) years of professional technical writing experience. Experience with ISO 9001, ECR/ECO process, and general documentation control.

#### **Skills/Technical Requirements:**

- Knowledgeable with Electrical and Mechanical drawings and technical writing about Electro-Mechanical equipment.
- Computer skills including all MS Office applications (Word, Excel, Outlook, PowerPoint) required.
- Experience developing documents using Adobe FrameMaker, Adobe Acrobat Professional. Experience with graphics software to develop or convert graphics for use in documentation.
- Experience with electrical schematics and PI&D diagrams.
- Superb written and communication skills with an eye for detail
- Detail oriented, strong writing, editing and communication skills.
- Flexibility in a fast paced and team-oriented environment

- Experience with working with limited direct supervision.
  - Must have strong interpersonal skills and good judgment and be capable of communicating with a diverse range of individuals.
  - Demonstrated ability to collaborate with the team and get results through others
  - Excellent organizational skills.
  - Ability to map a process and convert it to a standard operating procedure.
  - Ability to develop and manage project timeline and communicate project status and overall department metrics.
- Excellent analytical, problem-solving, and decision-making skills.

**Physical Demands/Strengths:**

Prolonged periods of sitting at the computer terminal. Ability to use keyboard. Ability to lift up to 20 lbs., occasional exertion.

**Protective Devices Required:**

In required areas.

**Job Location:**

The position is in the office. Works in lab environment with constant or intermittent noise.

**Job Type:** Full-time

**Salary:** \$82,000.00 - \$104,000.00 per year

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program (EAP)
- Health insurance
- Flexible spending account (FSA)
- Health savings account (HSA)
- Life insurance
- Paid time off (PTO)
- Referral program
- Vision insurance
- Voluntary Insurances