



Technical Administrator

A rapidly growing international manufacturing company rooted in the Annapolis / Kent Island area of Maryland is seeking a top performer for their **Technical Administrator** role. This key position will report directly to the Technical Documentation Manager. This is an exciting opportunity to work for a stable, family oriented business with a tremendous culture and team environment.

Duties and Responsibilities:

- Develop, proofread, update, and manage a variety of technical documentation.
- Assists with structure and development of consistent documentation templates.
- Works with technical staff to create and improve work instructions and procedures.
- Works directly with the Integrated Logistics Support to create, format, and submit documentation as required.
- Assists with the development of training materials.
- Working with the Technical Documentation Manager, develop quality and process improvements within the department.
- Maintains document control files through PDM, ensuring any ISO9001:2015 standards are controlled.
- Provides weekly reports on the status of technical documentation.
- Other duties as assigned.

Required Skills/Experience

- Technical Degree or related field of study or equivalent work experience preferred.
- Technical and End-User Documentation creation experience preferred.
- Proficient skills in Microsoft Office Suite; Word, Excel, PowerPoint, Adobe Creative Cloud
- Preferred experience with Vault Product Data Management, Technical Manuals, Data Sheets and Technical Specifications.
- Preferred experience working under ISO9001:2015.
- Ability to multi-task and prioritize, within a high-paced environment

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Contribution, Commission, 13 paid vacations days, 5 paid sick days and 12 paid holidays Growth opportunities are available
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