

Technical Writer

A rapidly growing international market leader is seeking a top performer for their **Technical Writer** 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 documentation templates.
- Works with technical staff to create and improve work instructions and procedures.
- Works directly with the customer to create, format, and submit documentation as required.
- Assists with development of training materials.
- Maintains document control files.
- Applies consistent formatting and style throughout technical documentation.
- Develop, edit, and incorporate video, audio, and graphics into technical documentation.
- Provides weekly reports on the status of technical documentation.
- Together with the Technical Documentation Manager, develops quality and process improvements within the department.
- Other duties as assigned.

Required Skills/Experience

- 2+ years related experience in documentation of a technically engineered product
- Must have experience working in a team environment
- Ability to multi-task and prioritize, within high-paced environment
- Advanced skills in Microsoft Office Suite; Word, Excel, PowerPoint, Adobe
- Technical documentation creation and review required
- Preferred experience with image editing software
- Preferred experience working under ISO9001

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available