

Job Title: Technical Writer

Position Description:

The Technical Writer is responsible for producing high-quality documentation that contributes to our machinery's overall successful use and maintenance. You will work collaboratively with Sales, engineers, machine builders, and service technicians to develop thorough and easy-to-follow maintenance manuals, brochures, and white papers. Travel may be required, as needed.

Essential Job Duties and Responsibilities:

- Work with internal teams to obtain an in-depth understanding of the machines and documentation requirements.
- Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience.
- Convey information and instructions in a logical, discreet, and sequential manner in a professional document format.
- Create tutorials to help end-users use a variety of applications.
- Analyze existing and potential content. Focusing on reuse and single-sourcing opportunities.
- Create and maintain the information architecture.
- Photograph machines and their components.

Knowledge & Necessary Skills Required:

- Proven experience in technical writing.
- Ability to deliver high-quality documentation by paying attention to detail.
- Ability to quickly grasp complex technical concepts and make them easily understandable in text and pictures.
- Excellent spelling and grammar skills.
- Strong working knowledge of Microsoft Office and Adobe. Photoshop a plus.
- Basic familiarity with CNC machinery, programming, mechanics, and engineering.

Education & Qualifications Required:

- Associate's degree in a relevant field.
- Experience with CAD systems and/or graphic design software preferred.

Company Benefits:

- Company Matched 401(k)
- Health, Life, Dental and Vision Insurance
- Life & AD&D Insurance
- Flexible Spending Account
- PTO Time
- Bonus Program
- Wellness Reimbursement

