



Open Position – Technical Writer

Basic Function: Responsible for the development of technical documentation that aids in the use and support of SencorpWhite products.

Primary Duties and Responsibilities:

- Compile and translate technical information into manuals to instruct end users on the installation, operation, maintenance, and safe use for all SencorpWhite product lines.
- Meet with Engineers on a regular basis to obtain the most up-to-date information for the manuals.
- Develop documentation project plans and timelines.
- Attend weekly production schedule meetings.
- Maintain an organized reference library of machinery manuals and revisions.
- Maintain documentation standards / style guide.
- Photograph and videotape machinery and assemblies, as needed.
- Coordinate with outside services to translate documentation into foreign languages, as needed.
- Support Engineering, Sales & Marketing, Customer Service and Manufacturing departments, as required.

Additional Duties and Responsibilities

- Manage the transmittal of all internal documents/drawings to external vendors/customers.
- Maintain spreadsheet for all document transmittals.
- Develop and prepare technical training materials for customers and employees.
- Compile reports and assessments as requested by supervisor.
- Perform other duties assigned by Engineering Manager as required, in a timely and efficient manner.
- Contribute to SencorpWhite' s overall success by effectively coordinating with other departments to identify and implement process improvements.

SPECIFIC CHARACTERISTICS, SKILLS AND ABILITIES REQUIRED:

- Possess excellent technical writing, analytical and research skills; must be articulate
- Possess effective interpersonal and communication skills
- Work independently or within a group to accomplish objectives in a timely manner
- Show a demonstrated ability to prioritize and handle multiple tasks/projects at one time, while meeting deadlines, in a changing, customer-driven environment
- Use photographic and video equipment
- Strive for continuous improvement and excellence.
- Must possess the ability to be resourceful, to act independently, where appropriate, and to recognize when higher intervention may be necessary.
- Demonstrate a positive team spirit and customer focus in daily activities

Education and Experience: Three to five years of technical writing experience, preferably in a manufacturing environment. Strong computer and desktop publishing skills: Microsoft Office 365 with a strong emphasis on Word, Excel, PowerPoint, Outlook, Microsoft Teams and SharePoint; along with Adobe Acrobat, FrameMaker, Photoshop, etc.

To Apply: To refer a candidate logon to ADP and go My Quick Links Career Center on the home page. If you are interested in this position [Click Here to Apply](#)

\$500 Referral Reward for this Position