



Job Title: Technical Writer
Department: Product Development
Reports To: Engineering Manager
FLSA Status: Non- Exempt Salaried

Prepared Date: 12/14/2016
Approved By: HR Manager

SUMMARY

Using established MB protocols and practices, authors all product instruction manuals, rating plates and warning plates. Provides assistance as required for new product development processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops and modifies new and existing product instruction manuals, rating plates and warning plates with some assistance from engineering and creative services.

Insures that all existing instructions manuals, rating plates and warning plates are kept up to date and current with latest product features, warranty kits, warnings and regulatory compliance information.

Maintains instruction manual, rating plate and warning plate library and dissemination using established document control techniques.

Insures all instruction manuals, rating plates and warning plates are multi-lingual as needed.

Communicate with offshore factories as needed.

Perform other duties as assigned by Engineering Manager.

QUALIFICATIONS

To perform this job successfully, the Technical Writer must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from a two-year college or technical school in a related field preferred. Three to five years related experience and/or training; or

equivalent combination of education and experience. Computer literate and a high level of proficiency with Microsoft Office software, Adobe Acrobat Pro, and knowledge of data/document control procedures and processes is preferred.

SKILLS AND COMPETENCIES

Excellent verbal and written English language skills.

Ability to perform basic math functions including statistical and dimensional calculations, fractions, decimals, rate, ratio, percent computations and engineer-metric/metric-engineer conversions.

Must have excellent organizational, planning, problem analysis/solving and communication skills. Exceptional level of attention to detail, initiative, confidentiality and task schedule flexibility are crucial to the success of this position.

Ability to write using standard techniques for business writing of a technical nature. Ability to read, interpret, analyze and comprehend moderately technical instructions, voice, email and general correspondence and memos, reports and tables. Ability to effectively communicate or present information in one-on-one and small group situations such as with peers, supervisors, executive management, customers, clients, suppliers, vendors and with individuals at all levels of the organization.

Specific skills include but are not limited to proficiency with the following: Email, spreadsheets, word documents, presentation software, graphics software, publishing software, photo manipulation software, flow charts or graphing software, project management software and familiarity with CAD viewing systems. Good knowledge of general business processes and highly proficient with Microsoft Office Suite and business ERP systems.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.