



## Senior Technical Writer

**Education:** Bachelors degree in English, Communication, Journalism, or related field is required. Knowledge of engineering or one of the sciences is preferred.

**Experience:** Minimum of 5 years experience writing end user manuals for both technical and general audiences in an engineering or manufacturing company. Previous experience as a technical writer in food, beverage or consumer products packaging and processing a plus. Must have knowledge of adult learning theory and its use in developing documentation. Must be computer literate and have excellent writing abilities and experience in using various documentation and publishing tools like MS Office, Adobe products and Visio. Must posse ability to understand technical jargon and the use of it in documentation. Must be good communicator. Must manage multiple projects with minimal supervision. Experience with the use of the Internet required. Ability to read blueprints and make hand sketches preferred. Experience with 3D design or CAD is a plus. Previous experience writing content for sales and marketing material highly preferred.

**Duties:** This position will support and report to the Training Manager.

The Senior Technical Writer's duties include but are not limited to:

- Perform job task analysis, gap analysis and needs assessments, course design and course development
- Develop instructor and student materials for operator, maintenance and other technical staff for equipment and system manuals for the food, beverage and consumer goods product industries
- Develop Standard Operating Procedures (SOPs) and troubleshooting guides
- Assist with sales and marketing brochures and promotional materials
- Assist with documentation of company technical standards and creation of templates for common purposes
- Assist with the development of technical and non-technical presentations and in writing proposals
- Development of electrical, mechanical and machine technical specifications
- Serve as a mentor/trainer for the Technical Writer position
- Deliver/facilitate training

**Characteristics:** The candidate must have good personal habits, be able to compose and communicate effectively in English. Must be able to demonstrate the ability to lead effectively. Must be able to work well with others, and be able to conduct interviews to collect data. Must be able to stay on task with multiple projects and complete all work on schedule, and to work independently as well as on a team. Finally, in every effort, promote the principles and professionalism of Polytron.