

Technical Documentation Writer



Summary of Responsibilities

- Responsible for evaluating existing Assembly Manuals and configuring manufacturing assembly work instructions and work aids.
- Assisting with control and documentation.
- Writing standard operating procedures.
- Maintain standard operating procedures and station workbooks.
- Writing Temporary work instructions.
- Documenting Changes within the manufacturing processes.
- Provide suggestions during manufacturing assembly improvements.
- Ensure documentation is completed alongside change processes.
- Aid with the tracking of physical changes with part and design changes.
- Knowledge of Lean Manufacturing, 5S, Time Study's and other manufacturing systems.
- Collect, record, and transcribe production data.

Position Qualifications

- Associates degree with related job experiences in technical writing and documentation control
- 1-5 years' experience in manufacturing environment.
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Ability to work well independently and with a team
- Proficiency with computer and information technology is required
 - Microsoft suite
 - Computer systems
 - AutoCAD Inventor is a plus