

Position Announcement



Technical Documentation Writer (Riverside, Mo)

Orange EV is the leading OEM providing industrial fleets with heavy duty electric vehicle solutions that are proven to save money while being safer, more reliable, and preferred by drivers and management alike. Orange EV's commercially deployed Class 8 trucks, chosen by more than 85 fleets across 18 states, Canada, and the Caribbean, have surpassed a combined 734,000 key-on hours and 2.3 million miles of operation (data as of February 2021). Join Orange EV's industry-leading team.

Position Description

This position is responsible for evaluating existing Assembly Manuals and configuring manufacturing assembly work instructions and work aids. Assisting with control and documentation. This position works in a production environment with the risk of injury. Some safety equipment must be worn when working with equipment in the shop. Bending, lifting, and pushing up to 70 pounds is required.

Responsibilities

- 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.
- Other duties as assigned.

Qualifications

Education:

- Associates degree with related job experiences in technical writing and documentation control

Experience:

- 1-5 years' experience in manufacturing environment
- Familiarity with Automotive/Heavy Equipment components
- 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 or other CAD software is a plus

Compensation and Benefits

- Health, Vision, Dental Insurance available

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Applicant Instructions

We appreciate your suggestions or referrals to individuals who may have an interest in this outstanding opportunity. Orange EV is an equal opportunity and Affirmative Action employer. Women, minorities, persons with disabilities, and veterans are encouraged to apply.

No recruitment agencies, please