



Position: Technical Writer (Full-time)

Date Posted: March 2019

Department: Central Technologies & Field Service

Location: Holland, Michigan

Duties & Responsibilities:

Create new and revise existing Big Dutchman instruction manuals. Position includes writing technical copy and creating illustrations representing installation procedures and exploded view illustrations for replacement part identification. Safety guidelines and safe operation represented in all technical documentation.

- Create product bulletins
- Provide graphics for marketing
- Create Engineering profile sheets
- Write copy for Bid Dutchman instruction manuals
- Create illustrations for Big Dutchman instruction manuals
- Revise existing instruction manual content
- Create technical documentation to aid sales and marketing efforts
- Be able to work independently with limited supervision
- Other duties as assigned by supervisor

Qualifications:

- Associate's degree in related area
- High level of technical aptitude
- Minimum 5 years of technical writing or associated experience
- Proficient with Adobe InDesign and Illustrator software
- Solid knowledge of Microsoft Office package
- Ability to compose technical writing documents