



Technical Writer

Job Summary:

We are seeking a Technical Writer to join our team. The ideal candidate will be an active listener, well organized and possess a strong work ethic. The Technical Writer will be responsible for preparing a variety of texts, illustrations, documents, reports, drawings and manuals.

Job Responsibilities:

- Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style and terminology.
- Produces text, illustrations, documents, reports, drawings, and manuals as assigned.
- Formats, reviews and edits proposals.
- Acquires or verifies technical knowledge of subject by interviewing engineers, technicians, and production workers and by referring to specifications, sketches, engineering drawings, and literature written for similar equipment.
- Conforms to publications standards and style guides.
- Performs quality control inspection of publications to ensure the accuracy and quality of work.
- Creates reports as required by management.
- Maintains appropriate files.
- Uses office equipment such as scanner, digital camera, copying machine, etc.
- Selects photographs, drawings, sketches, diagrams and charts to illustrate material.
- Maintains company Quality Management System.
- Prints and binds documents.
- Performs additional duties as required.

Job Requirements:

- Associates degree, business school or technical school preferred.
- Familiar with Windows® -based word processor software. Adobe FrameMaker and CorelDraw. Photography and Visio experience a plus.
- Minimum of three years of technical writing.
- Ability to type 50+ wpm.
- Able and willing to learn new software as required.
- Must be well organized and an active listener.
- Must possess a strong work ethic.

We offer an excellent benefits package, including life insurance, comprehensive medical and dental plan, profit sharing and retirement plan, paid holidays, vacation and PTO. Salary will be commensurate with experience, education and ability.

Qualified applicants should e-mail resumes to hr@howellinst.com.

EEO/AA/F/M/Vet/Disabled