



Job Posting

Title: Technical Writer

Company: Miller Technology Incorporated

Location: North Bay, Ontario

Status: Full-time, Permanent

Company Profile: Miller Technology is a privately-owned Canadian business specializing in mobile utility equipment for the mining, tunneling, and construction industries. Established in 1979, Miller Technology has grown to a staff of 50 employees operating out of a 55,000 sq. ft. facility. Miller Technology is ISO-9001 Certified.

Job Description:

The Technical Writer role consists of supporting the Engineering and Design teams with the authoring of technical manuals and procedures. Some of the job duties are:

- Develop technical content for documentation using engineering and design data as raw material
- Work with engineering, design, and manufacturing staff to collect product knowledge for use in technical documents
- Generate graphics for use in documents using 2D and 3D CAD files (primarily SolidWorks), photographs, etc.
- Author documents for mechanical and electrical systems/equipment, including operating, maintenance and installation manuals, commissioning procedures, factory acceptance test procedures, technical specifications, and design descriptions
- Coordinate the review and approval of documents with stakeholders
- Prepare final documents that are complete and of professional quality
- Manage documentation templates and standards

Qualifications:

Experience

- Post-secondary education degree or diploma from a recognized engineering or technical program
- Mechanical experience and demonstrable aptitude required
- Hydraulic, electrical, and software experience strongly preferred



Skills

- High level of proficiency in MS Office (primarily Word, Excel and Visio)
- Experienced in Adobe InDesign
- Proven technical documentation abilities
- Effective written and verbal communication skills
- Knowledge of manufacturing methods, commissioning and acceptance testing
- Ability to read mechanical drawings and schematics (electrical and hydraulic)
- Detail oriented
- Creativity and Initiative would be expected of this professional

Working Conditions

- Office and manufacturing facility
- Travel may be required

Work Hours

- 8:00 am - 5:00 pm, Monday to Friday
- Extended hours may be required

If interested in this opportunity, please forward your resume to kconnolly@millertechnology.com

Miller Technology would like to thank all applicants however only those selected for an interview will be contacted.

Miller Technology is an equal opportunity employer, welcoming and encouraging all applications.

Date posted: January 5, 2021.