



## Technical Publications Writer

ASV Holdings, Inc. is a Yanmar Compact Equipment North America (YCENA) company located in Grand Rapids, MN. ASV designs, manufactures, and supports a complete range of compact equipment including compact track loaders, mini excavators, wheel loaders and construction equipment for use in such markets as construction, landscaping, utility, land management and agriculture. The products are sold primarily through a third party, independent dealer network.

### **OVERVIEW:**

The Technical Publications Writer will create and revise technical documents such as manuals, reports, brochures, or articles. They will work in coordination with key team members from the Engineering, Quality Assurance, Operations, Technical Support, and Production departments to obtain an in-depth understanding of the product and technical documentation requirements to create and revise documents related to product specifications.

### **ROLES & RESPONSIBILITIES**

- Writes and edits technical documents including reference manuals and product manuals.
- Writes and edits procedural documentation such as user guides and manuals.
- Determines the type of publication that will best serve the project requirements.
- Meets with engineers, programmers, and project managers to learn about specific products or processes.
- Research product samples to fully understand product.
- Assesses the audience needs for whom the technical and procedural documentation is intended; adjusts tone and technical terms used to meet those needs and to ensure understanding.
- Plans writing processes and sets timelines and deadlines.
- Creates or works with graphic designers to create diagrams, charts, and other visual aids to assist readers in understanding a product or process.
- Gathers feedback from customers, designers, and manufacturers to improve technical documents.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

- Bachelors degree in English, Technical Writing, or related field with 2 years' experience in a manufacturing environment (Preferred).
- Associate degree in Engineering, or other related field with 4 years' experience in a manufacturing environment (Preferred).

**KNOWLEDGE, SKILLS, ABILITIES:**

- Excellent verbal and written communication skills.
- Excellent writing and grammatical skills.
- Excellent organizational skills and attention to detail.
- Ability to present complex data in clear, concise text.
- Ability to meet deadlines and to work independently.
- Ability to edit and proofread work of colleagues.
- Proficient with Microsoft Office Suite or related software.

**PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

*The above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.*