



# ACCUTRON INSTRUMENTS EMPLOYMENT OPPORTUNITY



## ASSOCIATE TECHNICAL WRITER

for Mine Ventilation Automation - Accutron Instruments Inc. - Sudbury, ON, Canada.

Accutron Instruments Inc. is an aggressive growing company in Sudbury Ontario. We design and manufacture advanced sensors and instrumentation that are changing the future of underground mine ventilation. We are building a strong technical team that pride themselves on superior execution.

### DESCRIPTION

Accutron Instruments is looking for a highly motivated technical writer to work with manufacturing engineers on creating and documenting manufacturing processes for our products and services. This is an exciting opportunity to contribute to building a world class manufacturing facility right here in the Sudbury. Instrumentation manufacturing at Accutron Instruments is a demanding and fast-paced environment where you will work on critical subsystems of incredibly exciting products.

### ROLES AND RESPONSIBILITIES

The Technical Writer will work alongside more-experienced technical writers and manufacturing engineers to document the fine details of manufacturing processes and equipment operation. He/She is familiar with technical writing and can quickly capture information with notes, recordings, and photographs. Once captured, he/she can translate this information into clear Manufacturing Instructions, visual aids, training checklists, and maintenance instructions. The singular record of how Accutron Instruments products are assembled, making them the processes our production associates follow.

### SPECIFIC DUTIES WILL INCLUDE

1. Composing instructional documents on a variety of factory topics.
2. Moving step-by-step through factory topics with more- experienced technical writers and engineers, taking notes and photographs for new documentation along the way.
3. Editing and rewriting drafts after review by technical experts for accuracy.
4. Using Microsoft Word to compose documents, adhering to consistent style and formatting defined by detailed templates.
5. Graphically communicate concepts such as motion, action and direction using arrows, symbols and text in Word.
6. Promptly and clearly escalating issues and questions verbally and/or via email during documentation drafting.

The ideal candidate takes pride in his/her hands-on work, analytical ability, organizational skills and attention to detail. He/She appreciates an environment where superior work is encouraged, noticed and rewarded and where individuals carry tremendous responsibility. He/She looks forward to learning an incredible amount on the job.



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## SKILLS AND EXPERIENCE

- Experience creating process documentation that clearly and efficiently communicates concepts, ideas, and instructions.
- Ability to translate verbal information into clearly written procedures.
- Demonstrated excellence in digital photography including but not limited to the following:
  - Still and motion photography.
  - Attention to aspect ratio and subject framing.
  - Ability to use macro features in order to capture close-up detail.
  - Manipulation of files between camera and computer.
  - Formatting and editing of digital images, including image size and resolution, color, brightness and contrast, rotation and cropping, etc.
- Experience creating technical specifications for automated manufacturing equipment is a plus.
- Experience reading and interpreting mechanical & electrical drawings is a plus.
- Ability to work under pressure while managing competing demands and tight deadlines (simultaneously managing multiple documentation projects).
- Exemplary verbal and written communication skills, with a proficiency in English grammar, spelling and punctuation.
- Excellent listening and observation skills.
- Well organized with meticulous attention to detail.
- Mastery of Google Apps, Word, Excel, PowerPoint and Visio.

## QUALIFICATIONS

AA/AS Degree in technical writing, engineering, drafting, or related field.

## TERMS OF EMPLOYMENT AND SALARY

Full time – days, evening and weekends

Language: English

## ABOUT THE COMPANY

At Accutron Instruments Inc. we design, manufacture and commission a wide range of mining sensors to meet the demands of harsh industrial environmental conditions and infrastructure demand. Our products include airflow monitors, toxic gas detectors, temperature, pressure and humidity level sensors and complete Mine Air Quality Stations (MAQS).

We are committed to the continuous development of top-quality instrumentation for process automation solutions. We are driven by the work we do, creating global impact in the mining industry that leads to market advantages for our customers and a strong successful future for our company.

Accutron Instruments Inc. is a leading manufacturer of underground mine ventilation & automation technology founded in 1993. We are based in Sudbury, Ontario, Canada. We supply worldwide industrial markets with products and services for ventilation monitoring, process automation and optimization of mine ventilation systems to improve process efficiency and energy conservation.

## APPLY BY

E-mail: [careers@accutroninstruments.com](mailto:careers@accutroninstruments.com)

Website: <http://accutroninstruments.com/>