

Role: Technical Writer

Reports into: Technical Manager and Directors

Location: Pembroke Dock (SA72) or remotely for the right person

Salary: £20,000 - £25,000

Genpower Ltd is the exclusive distributor for Hyundai Power Products for the UK and Ireland. Due to expansion, a new opportunity has arisen for a Technical Writer to join our team.

We are looking for a creative, motivated and detail-oriented individual to take ownership of our technical documentation from start to finish. Our product range includes diesel and petrol generators, garden machinery and power equipment therefore technical competency is paramount.

Main duties:

- Producing user manuals in Adobe Indesign, which will include content writing, photographs, design, structure and layout.
- Producing instruction materials and support documents to the required UK and Hyundai standard.
- Creating technical blog content.
- Writing technical product descriptions.
- Compiling and creating product specifications.
- Managing the product certification process.
- Establishing a system for tracking changes in certain technical documents.
- Owning and managing the Declaration of Conformity process for all our products.
- Registering the products using the Europa website.
- Generating a UK DoC certificate for these products.
- Adding DoC certificates to appropriate manuals.
- Maintaining and managing a product specification database containing information such as weights, dimensions and features for each product.
- Inspecting all new machines that arrive to ensure that spec is 100% correct. If there are any changes then applying these to all channels.
- Valpak registrations and submissions.
- Continuously reviewing product marketing content to enhance and update according to latest standards.
- Liaising with the factories to obtain exploded view diagrams, parts listings and certificates.
- Making last minute changes based on business needs and direction.
- Training can be provided to support some aspects of this job role e.g. liaising with factories, the DoC process and Valpak registrations.

The ideal candidates will possess:

- Previous experience in a similar role e.g. experience of dealing with technical documentation, copywriting or product management.
- Excellent rational thinking and problem-solving skills.
- A broad understanding of document formatting.
- Strong understanding of Microsoft Office programmes.
- Experience of Indesign, Photoshop and Magento an advantage.
- Creative flair.
- Technical understanding and experience in using power equipment.
- Document formatting.

- Commercial awareness.
- An ability to follow style guides.
- Used to a fast-paced, deadline-driven work environment.
- Works autonomously.
- A good focus and time management skills.
- Works with accuracy and attention to detail.

This is a challenging but hugely rewarding role for the right person with opportunities to develop a career with Genpower.

What is in it for you?

- Competitive salary.
- Perkbox
- Private health care plan.
- Dentist and optician cash back scheme.
- Increasing holiday allowance with service.
- Pension scheme.

To apply please submit CV and Cover Letter outlining your suitability.

