



## JOB DESCRIPTION

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Job Title:	Technical Writer (Temporary)	Approved:	05/29/20
Job Classification:	Hourly	FLSA Status:	Non-Exempt
Department:	Engineering	Reports To:	Engineering Manager
Work Location:	Vista, CA		

### **FLUX POWER, INC.**

Flux Power develops advanced lithium-ion batteries for industrial uses. Flux Power solutions utilize its proprietary battery management system (BMS) and in-house engineering and product design. Flux Power batteries deliver improved performance, extended cycle life and lower total cost of ownership than legacy lead-acid solutions. Flux Power sells primarily to lift equipment OEMs, their dealers and battery distributors. Current products include advanced battery packs for motive power in the lift equipment and airport ground support equipment markets.

### **Job Summary:**

The Technical Writer will be responsible for working independently and collaborating with cross-functional teams to produce high-quality user documentation. The Technical Writer will contribute to the team on varied documentation projects and call upon team members for guidance, as needed.

### **Essential Duties and Responsibilities:**

- Research engineering design specifications, interview subject matter experts, and examine equipment as well as coordinate documentation effort from initial concept to final product
- Create documentation from research. Develop detailed information by working with operators, technicians, engineers, and others as needed to support document creation
- Identify and resolve documentation issues, related to procedures, concepts, organization, presentation and usability; propose solutions to stakeholders
- Create and revise documents to be consistent with established, customer-directed document format and quality style guides to ensure consistency in presentation, tone, and style
- Verify documents are complete, concise, clear, and that appropriate grammar and format is used.
- Work independently with relevant customers to develop documented procedures
- Facilitate document validations
- Evaluate client technical and operational objectives and programs
- Experience with ISO 9001, 6 Sigma or other technical problem resolution techniques is desired
- Other duties as assigned

### **Required Education and Skills**

- Bachelor's Degree, preferably in English, Technical Communication, Professional Communication, Professional Writing, or Engineering disciplines
- A minimum of 2 years of professional experience with technical writing, preferably with software documentation

- Excellent technical writing skills
- Computer skills to include knowledge of desktop publishing and software programming. Strong MS Office background

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Benefits**

- Medical, dental and vision insurance options
- 401K Plan
- Life Insurance
- Paid Time Off
- Paid Holidays

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*\*\*\*Flux Power is proud to be an equal opportunity employer committed to providing employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability, or any other class protected by Federal, State or local laws. Flux Power complies with all employment eligibility verification requirements of the Immigration and Nationality Act and all must have the authorization to work in the US.*