



JOB DESCRIPTION

Job Title: Associate Technical Writer
Compensation Range: \$20-\$25 per hour
Reports to: Senior Technical Writer

Class: Part-time (10-20 hours per week)
FLSA: Non-exempt

SUMMARY

As an Associate Technical Writer for Integrity Environmental LLC (Integrity), this position will be responsible for editing and publishing all assigned reports, templates, and permits within deadlines given. This position upholds Company editing standards and is a key member of the technical writing team. The Associate Technical Writer will efficiently manage their assignments for timeliness and in coordination with Company-wide workloads and deadlines.

DUTIES

- Examine and perform editing of technical documents in the programs InDesign, Microsoft Word, Microsoft Excel and the Adobe Suite for accuracy and completeness.
- Review documents for grammar, punctuation, pagination, transcription errors, and other errors.
- Perform document manipulation to include inserting bookmarks, images, tables, and signature files.
- Organizing and maintaining Integrity's digital files.
- Utilize Asana to manage time and document progress and report to supervisor at critical intervals on various projects.
- Communicate verbally, via email, and utilizing other technology such as Slack, Microsoft Teams, etc.
- Creating and editing spreadsheets in Excel.
- Identify processes and workflows that will save time and automate repetitive tasks.
- Identify and incorporate software and other tools to support work process and flows.
- Seek ways to improve communications and efficiencies.
- Other duties as assigned.

QUALIFICATIONS

To perform the job successfully an individual must be able to perform each of the job duties in a satisfactory manner.

- Minimum of 1 year of experience doing related work.
- Demonstrated ability to participate in individual and team-based activities.
- Independent and responsive to input, diplomacy and persuasion, ability to find common ground and resolutions.
- Strong communication skills (written, verbal, and presentation) including comfort with discussing technical details with Integrity staff and clients.
- Ability to meet deadlines and anticipate the time work commitments will take.
- In-depth knowledge of Microsoft Office, particularly InDesign, Excel, Word, Adobe Pro and other related computer programs. Ability to successfully pass, within two attempts, the Microsoft Word Certification Exam within 60 days of hire.
- Ability to work within online office environments such as OneDrive.
- Ability to learn new software or applications to support improved workflows and processes.
- Must have the ability to be flexible with personal scheduling to meet deadlines.
- Prefer entry level training in project management and/or project management software tools such as Asana.
- Preferred Bachelor's Degree in English, Communication, or related field.
- Preferred experience in project management and/or environmental permitting.
- Research and analytical skills highly desired.

REQUIREMENTS

All duties are to be performed at the employee's home and with their personal automobile. No office space is provided with this job. To perform this job, the successful applicant must have their own office space, access to a phone, and high-speed (reliable) internet to be dedicated to work activities. A company-owned laptop and the most current versions of applicable software programs will be provided by Integrity.

There are minimal travel requirements for this position, including but not limited to tasks such as running errands, mailing packages.

SCHEDULE

This position is part-time (not to exceed 30 hours). Overtime must be pre-approved. Actual work schedule is flexible and dependent upon available work. When work is assigned, a deadline for completion will be included. The successful applicant will be able to manage the workload within their flexible schedule to meet the assigned deadlines. There is a 6-month introductory period, during which time training is completed, evaluation of work ethic is determined, and mastery of foundational job abilities is assessed.



EXPENDITURE AUTHORITY

This position has no expenditure authority.

COMPENSATION & BENEFITS

As an Associate Technical Writer for Integrity, compensation range \$20-\$25/hour
Additional benefits will include, but are not limited to:

- Retirement benefits with company matching
- Ongoing paid training as determined by employer
- Workman's Compensation coverage as determined by employer
- Eligibility for annual bonus determination
- Paid time off (PTO)

Benefits not included:

- Holiday Pay
- Health, Long-term or Short-term insurance

ADMINISTRATION

Work is to be documented in TSheets. Hours worked are to be submitted in an electronic time sheet with a brief description of project progress and the date/time hours were worked. Employee is to submit hours worked by the 15th and last day of each month by 5:00pm. Pay distribution will occur on the 15th and last day of each month via automatic direct deposit.

DURATION

Employment is considered "at will" and the person hired into this position will be expected to sign and return an acknowledgement of this employment status stating that they understand that this means that Integrity can end employment at any time without cause or notice.