

Technical Author

Founded in 1987, Metrol are global leaders in the innovation, development and operation of wireless down-hole systems.

Our main office is located in the Kirkhill Industrial Estate in Dyce, but operations are global, and we have offices in Dubai, the United States and other worldwide locations.

We deliver excellence in innovation and performance by caring about our relationships – both with our team and our clients.

With a family business culture, we aim to create and provide a working environment that promotes from within, encourages training and development and allows and trusts individuals to maintain a work-life balance.

Benefits:

The role comes with a competitive salary and benefits package including:

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging, but rewarding role with on-the job training, working as part of an expert team
- 33 days holiday with additional holidays for long service
- Hybrid/Flexible working opportunities
- Company Pension contributions
- Private Healthcare and Life Insurance
- Cycle to work scheme

The Role:

To support our Operations team, we are looking to recruit a Technical Author. The role will be to produce technical documentation for all areas of the business that is both methodical and logical in presentation and easily interpreted, always ensuring that documents are created and updated in accordance with company document control processes and procedures.

Main Duties:

The Technical Author will be required to:

- Produce and amend technical documents including procedures, work instructions, manuals, etc;
- Ensure all documents are clearly written and formatted in accordance with company standards;
- Liaise with relevant departments regarding document creation and amendment;
- Produce and release documents in accordance with all applicable quality system and document control requirements;

Required Skills & Experience:

Our Technical Author will require the following knowledge and/or experience:

- Fully conversant with Microsoft applications; Word and Excel essential.
- Experience in using Adobe FrameMaker or similar publishing software.
- Experience in producing technical work instructions..

Location:

Our Main Office is in the Kirkhill Industrial estate in Dyce, Aberdeen.

Apply by email with your full CV to Vacancies-Technical@metrol.co.uk