



**Wenco International Mining Systems** ([www.wencomine.com](http://www.wencomine.com)), a subsidiary of Hitachi, is a software development and technology company that provides a series of technology product lines related to optimization and improvement of mines and material movers worldwide. Some of our products include:

- GPS-based fleet management systems
- Collision avoidance safety systems
- Asset Health and predictive maintenance
- Optimized Smart Dispatch
- Autonomous trucks and specialized automation
- Analytics and BI

As Wenco continues to build the next generation of technology, we need a wide range of professionals to help us achieve our objectives. We are currently looking for a full-time **Intermediate Technical Writer** to join our head office in Richmond BC.

Reporting to the Program Manager, an Intermediate Technical Writer is responsible for crafting a range of documentation; from highly technical software documents intended for technical service personnel to clear and simple documents intended for users. They will collaborate with all key stakeholders, including Product Managers, Software Engineers, QA Engineers and fellow Technical Writers to plan for and solicit feedback on a variety of documentation-related projects. To succeed in this role, you must have a technical background and experience working within a dynamic software development environment. You must also be able to document features by reading specifications, talking to subject matter experts, and configuring/using the software.

**Key Deliverables and Responsibilities:**

- Write concise documentation for a wide variety of products, product lines and end user abilities
- Plan, research, create and deliver documentation and content for existing or new products based on company standards, quality and style guidelines
- Collaborate with development teams to create effective feature and user documentation
- Collaborate with technical and customer-facing staff to develop effective installation, configuration and best practice guides
- Edit technical staff content for grammar, technical accuracy and document formatting while adhering to company technical writing standards
- Actively contribute to efforts to further standardize processes and documentation at Wenco

**EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITY REQUIRED:**

**Experience, Knowledge & Requirements**

- Bachelor's degree within Journalism, English, Communications, STEM discipline, or a Technical Writing certificate
- 5+ years of relevant, full-time experience
- Ability to understand markup languages such as HTML and XML
- Strong working knowledge of publishing tools such as MadCap Flare
- Knowledge of Agile processes and bug-tracking software such as JIRA is an asset

**Skills and Abilities**

- Excellent writing, communication and organizational skills
- Sharp analytical and document design skills



Getting More Out of Your Mine

- Highly enthusiastic and effective collaborator in a team environment, with the ability to work independently
- An advocate for customer and stakeholder needs with a passion for high-quality work

#### WHY JOIN WENCO?

- We provide opportunities for **career-growth** within a fast scaling company
- We offer an **extensive benefits** plan, including a **personal/health spending allowance**
- We provide a **fun** working environment, including Fresh Fruit Mondays and Popcorn Fridays, monthly employee engagement activities, and on-site games such as Ping-Pong, Foosball, Big Jenga and Connect 4
- We offer opportunities for continuous training and **professional development** (in-house and external) to learn the latest technologies
- We offer our employees a **profit-sharing** plan that provides them with the benefits of their hard work
- We provide **free parking** and **shuttle service** for employees using transit
- We are heavily involved in the **community** and join various events of non-profit organizations
- We pride ourselves on our **company culture** (our last Employee Survey resulted in a score of 100% in **inclusiveness and diversity**)
- We offer much more!

Wenco advances the efficiency and safety of the world's surface mining equipment through our fleet management systems. We are committed to providing a stable yet exciting workplace environment for individual employees to build and grow their career with the Company.

Wenco is an Equal Opportunity Employer.

#### Disclaimer

The information in this description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is not intended as an employment contract. Job descriptions are subject to change, which may not necessarily affect compensation.