

Lead Technical Author

Location: Letchworth, Hertfordshire
Salary: Attractive Packages
Hours: 37 hours per week
Contract: Permanent

Sonovision provides a full range of Technical Publications to multi-national companies world-wide. We develop printed, electronic and online documentation, working to industry specific standards such as S1000D, ATA, JSP and DITA for the Defence, Energy and Aerospace sectors.

The role:

This is a split role consisting of Technical authoring and project management.

- Creating and amending a range of technical documentation for a variety of customers, from Small to Medium Enterprises (SME) through to large multinational manufacturers
- Working to international publications standards (S1000D, Simplified Technical English, iSpec2200, etc)
- Working closely with Technical Illustrators and our Studio department to ensure that illustrative and animated content is created to meet customer requirements
- Liaising with customer engineering teams and subject matter experts from a range of industry sectors to obtain and clarify source data
- Proofreading of draft documents
- Deliver project to the customer; on time, to their satisfaction and within budget
- Have a good commercial awareness of the customer and its supply chain and be aware of any future opportunities the customer has coming up.
- Management - Build relationships with customer and look for potential future work.
- Answer day to day telephone call from customers to address their requests and resolve any issues
- Attend customer meetings and take briefings for quotations and new jobs
- Produce and follow up on quotations
- Work with the Sonovision Quality Assurance Controller to monitor and record customer satisfaction and implement correction action if required
- Create project plans for new tasks and manage the resource allocation
- Keep a close control on spend against progress on all jobs on a weekly basis
- Attend a weekly progress meeting and produce progress reports for the Directors
- Ensure the correct security protocol is being followed
- Investigate and follow up outstanding invoices
- Carry out appraisals for personnel within the technical publications department

To be considered for this opportunity:

You will need the following:

- Minimum of 8 years' relevant experience (Automotive, Mechatronics, control systems)
- Experience in producing technical documentation using S1000D and Simplified Technical English
- Good understanding of engineering data in a variety of formats from engineering drawings to design reports
- Engineering experience is essential
- Highly organised with an ability to plan workloads in order to carry out and monitor several tasks simultaneously
- Commitment and flexibility to meet customer deadlines
- Attention to detail
- Ability to learn/adapt quickly and work under pressure
- Strong written and verbal communication skills
- Ability to work independently and work with personnel at all levels
- Competent in MS Word, Excel, Power Point, Project and Adobe Acrobat (FrameMaker, Arbortext and Indesign an advantage)
- Current SC Clearance an advantage

Candidates must successfully undergo UK Security Vetting before they can be appointed.
The level of security needed is Security Check (SC).

Please note: We are not offering sponsorship or a relocation package for this role. We always welcome international candidates to apply providing they are eligible to work and live in the UK.

Screening:

Are you a commercially aware Technical Author with a minimum of 8 years' experience ?
Do you have a good understanding of the industry standard specifications (S1000D, STE, iSpec2200, etc)?
Have you an understanding of engineering data in a variety of formats, Drawings and Design Reports?
Do you have experience leading a project and managing a team?
Have you an understanding of engineering data in a variety of formats, Drawings and Design Reports?
Do you hold current CTC or SC Clearance?
Are you eligible to live and work in the UK?

If you are interested in joining our team, send your CV to:

Karen Angel

Email: karen.angel@sonovision.co.uk

Address: 1 Business Centre East, Avenue One, Letchworth, Herts, SG6 2HB