

# United States Jobs Expertini®

## Technical Writer

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Company: Delta Electronics Americas

Location: Plano

Category: other-general

Delta, founded in 1971, is a global leader in switching power supplies and thermal management products with a thriving portfolio of smart energy-saving systems and solutions in the fields of industrial automation, building automation, telecom power, data center infrastructure, EV charging, renewable energy, energy storage and display, to nurture the development of smart manufacturing and sustainable cities. As a world-class corporate citizen guided by its mission statement, "To provide innovative, clean and energy-efficient solutions for a better tomorrow," Delta leverages its core competence in high-efficiency power electronics and its ESG-embedded business model to address key environmental issues, such as climate change. Delta serves customers through its sales offices, R&D centers and manufacturing facilities spread over close to 200 locations across five continents. Delta has 158 sales offices, 72 R&D centers and 48 manufacturing facilities worldwide.

Throughout its history, Delta has received various global awards and recognition for its business achievements, innovative technologies, and dedication to ESG. Since 2011, Delta has been listed on the DJSI World Index of Dow Jones Sustainability™ Indices for 11 consecutive years. In 2021, Delta was also recognized by CDP with leadership level ratings for its substantial contribution to climate change and water security issues and named Supplier Engagement Leader for its continuous development of a sustainable value chain.

### **Position's Purpose:**

Development and revision of technical product documentation and product literature for use in the sales, marketing and technical support of the Company's products and

services.

### **Duties and Responsibilities:**

Under immediate supervision, performs the following duties and responsibilities:

Develops, edits and maintains engineering, installation, equipment operation and technical service manuals for customer use. There is a strong emphasis is upon procedural documentation.

Develops, edits and maintains procedural documents covering web-based Graphical User Interface (GUI) of controller software.

Develops and writes technical bulletins for the Technical Support organization for distribution to customers.

Assists in the development of sales and marketing presentations and other materials for the Sales organization in the direct sale of the Company's products and services.

Works with Sales team to develop and edit data sheets and product flyers for distribution to customers.

Photographs products and incorporates pictures into product literature, manuals, data sheets, web-based Product Selection Tool, and other related technical documentation.

Maintains web-based archive of customer documentation (currently Sharefile), as well as customer database (access and permissions) to the archive.

Other responsibilities as assigned.

### **Minimum Education, Skills and Experience:**

Bachelor's degree in Technical Writing, English or related discipline or equivalent.

2+ years of previous technical writing and editing experience required.

Previous photography and photo editing experience preferred.

Strong communication skills, both verbal and written, to include excellent grammar, writing and editing skills.

High attention to detail.

Demonstrated computer proficiency in MS Office (Word, Excel and Powerpoint) as well as other publishing software such as Photoshop, Adobe Acrobat, Adobe InDesign, Adobe Illustrator, Visio and Photo/Imaging Software (Adobe Photoshop), and FTP client software.

Familiarity with HTML/XML standards is desirable.

### **Physical Requirements:**

This position requires long periods of sitting behind a desk and performing tasks on a computer. Additional physical requirements include standing, bending, hand dexterity, seeing and lifting of up to 30 pounds.

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