



Technical Author for Construction Project Information

Job Description

Within our sector of Information Management, DFM Systems was the first Irish company to be awarded NSAI ISO-19650 certification for our services and software solutions.

We require a Technical Writer / Author to join our expanding engineering department. We are currently completing multiple technical building manuals for clients throughout Ireland and Europe. The candidate must have extensive knowledge of mechanical and electrical systems and also familiar with general building construction.

The role provides excellent professional development opportunities within a supportive, friendly and diverse environment for the right candidate(s) seeking to further develop their skills and career in a role that continues to have an increasing demand globally.

Objectives of this Role

- ◆ Develop comprehensive technical manuals for the operation and maintenance of buildings / facilities.
- ◆ Obtain a deep understanding of systems and equipment to translate complex product information into simple, polished, and engaging content
- ◆ Write user-friendly content that meets the needs of the target audience – Building owners, FM teams
- ◆ Develop and maintain detailed databases of appropriate data, documentation, drawings etc on the installed systems and equipment

Responsibilities

- ◆ Research, outline, write, and edit new system descriptions, procedures, schedules etc on installed systems and equipment
- ◆ Independently gather information from subject matter experts to develop, organize, and write procedure manuals, technical specifications, and process documentation
- ◆ Work with development and support leads to identify all documentation required. Then source, receive and review documentation and collate into overall technical manual.



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Skills and Qualifications

- ◆ Bachelor's degree in relevant technical field / Experience in similar role
- ◆ 2-4 years' industry experience as an effective technical writer
- ◆ Proven ability to quickly learn and understand complex topics
- ◆ Previous experience writing documentation and procedural materials for multiple audiences
- ◆ Superior written and verbal communication skills, with a keen eye for detail
- ◆ Proven ability to handle multiple projects simultaneously

Benefits

- ◆ Work from home options
- ◆ 1pm finish on Fridays
- ◆ Pension contribution
- ◆ Free GP care

Note

All enquiries will be treated with the utmost discretion and in the strictest confidence.