



CAREER OPPORTUNITY DOCUMENTALIST

TITLE: Documentalist
DEPARTMENT: Quality
REPORTS TO: Quality Assurance Supervisor

Hard-Line is a global leader in mine automation, network backbone connectivity and mine production optimization. Our vision is to provide enabling technology that will integrate and connect all aspects of safe mine operation.

Hard-Line is an equal opportunity employer that offers an excellent benefit package, RRSP match program and a strong focus on continuous training and development.

We are currently seeking a **Documentalist** to join our team!

JOB SUMMARY

The Documentalist is responsible for writing and editing appropriate documentation and manuals for Hard-Line's products. The Documentalist is required to write in concise, informative and easy to understand style. The Documentalist must be able to research and understand the functionality and purpose of Hard-Line products and translate this understanding into text that is easily absorbed and understood by any reader.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Research and understand Hard-Line's products, products, purpose and functionality.
- Prepare documentation and instructional material that is concise and easy to understand.
- Proofread, edit and write a variety of materials resulting in effective integration between the vehicle, environment and message while maintaining brand voice.
- Collaborate with the research and development department to ensure accuracy of all documentation.
- Build an understanding of the products through testing and observing when possible.
- Take part in research and development meetings.
- Adjust existing manuals as required.
- Organize and prioritize work to meet multiple deadlines.
- Perform checks for questionable data.
- Perform administrative duties as required.
- Analyze material such as specifications, notes and drawings.
- Writes manuals, user guides and other documents to explain clearly and concisely the installation, operation and maintenance of software and electronic, mechanical and other Hard-Line equipment.
- Provide new manuals to customers as products are sold on an ongoing basis.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

- Post-secondary education in Technical field is considered an asset
- 1-2 years' experience in similar role is preferred
- Bilingual candidates (English & French) will be considered with priority.

CORE COMPETENCIES

- Demonstrate effective writing skills in both English and French
- Technical knowledge and understanding
- Ability to create manuals as per prescribed style
- Excellent written and communication skills required
- Able to take constructive criticism
- Knowledge of Adobe Illustrator and InDesign (experience using these considered an asset)
- Computer literate including effective working skills of Microsoft Word and Excel
- Ability to adapt and learn
- Attention to detail in all areas of work
- High level of critical and logical thinking, analysis, and reasoning to identify underlying principles, reasons, or facts.

Interested candidates are encouraged to forward a resume to info@hard-line.com

Hard-Line welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in HARD-LINE although due to the volume of applications only those applicants selected for an interview will be contacted.