



Technical Author - Sigma 3 Ltd

Sigma 3 (Kitchens) Ltd – Established in 1975. Sigma 3/County Kitchens is a leading manufacturer and retailer of quality kitchens & bedrooms. Sigma 3 has 8 of its own Retail Showrooms across South Wales and England. We serve a large number of independent trade and builder accounts and pride ourselves in a quality product and a quality service.

To strengthen our Manufacturing team we are looking for an enthusiastic, Technical Author with determination, ambition and self-motivation to support the drive for growth in our Manufacturing Division. We are a highly reputable and respected company, and are seeking a talented individual to join our friendly and professional team.

Key Tasks

Responsibilities

- Ensuring Product Guides and Technical Manuals are updated and maintained to a high standard
- Liaising with suppliers to clarify and resolve technical issues
- Providing technical product information and advice to clients
- Creation of product information bulletins
- Assisting in creation of BOM and CNC data for 'special' products

Professional Requirements

- A degree or BTEC qualification in engineering, communications or other technical field, or demonstrated technical experience to an equivalent level
- Experience using Microsoft Excel, Word, Outlook, SolidWorks or other CAD knowledge desirable
- Experience of using ERP system beneficial but not essential

Personal Skills

- demonstrated ability to learn technical product details;
- a feel for words and a good command of grammar and vocabulary;
- a concern for verbal consistency and an appreciation of tone and style;
- an enquiring mind with attention to detail;
- an ability to grasp and structure large amounts of information and anticipate the reader's knowledge gaps;
- editorial judgement;
- accuracy and a methodical approach to work;
- excellent planning and organisational skills, and the ability to work to tight schedules;
- the ability to express instructions clearly and concisely in simple English;
- good documentation skills and the ability to produce visually attractive instructions;
- good interpersonal and communication skills, to gather information from and for people;
- the ability to work successfully as part of a multidisciplinary team;
- a good understanding of computers and other communication tools.



Rewards

- ✓ The rare opportunity to work for the largest manufacturer of kitchens in Wales with an enviable reputation for quality and service built over 40 years of trading. We have exciting plans to take this well-established business to new levels.
- ✓ This is NOT just a job – it's a career development opportunity within an established team and to be a part of Company growth plans.
- ✓ Competitive annual salary - negotiable depending on relevant knowledge and experience.
- ✓ The opportunity to gain strong experience with a market leading name in South Wales.
- ✓ 20 days holiday
- ✓ Pension
- ✓ PHI (this is an incapacity benefit)
- ✓ Life insurance
- ✓ A discretionary performance related bonus based on business objectives and Company profitability.

Closing Date

Apply in writing with a CV to Geoff Moore, HR Manager or e-mail your application to g-moore@sigma3.co.uk

For further information about this opportunity please contact Dan Mason on 01443 449 476.