

Title: Technical Writer**Term: Permanent, Full-Time****Location: Coquitlam, BC****Date Posted: October 4, 2016****Closing Date: Open Until Filled****ROKSTAD STRATEGIC INTENT**

We are the only family-orientated electricity infrastructure company that employs highly-skilled professionals who provide industry-leading solutions and delivery techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

SUMMARY

Rokstad Power is seeking applications for a Technical Writer to work within our Coquitlam head office. This role will be part of the Customer Engagement Team and will include development of technical responses to Client Requests for Pre-Qualifications, Proposals and other submissions, together with internal work procedures, training documentation and manuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contribute to the writing of pre-qualification and proposal documents by improving quality of written submissions, evaluating and re-designing processes, and updating text drafted by subject matter experts, ensuring clear communication of technical capability, knowledge, skill, expertise, concepts, innovation and detailed descriptions;
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing when required, review, and approval; and coordinating requirements with other contributors to proposal documents;
- Write, create and improve marketing and sales documents and templates for sales and business development, such as but not limited to brochures, presentations and other promotional materials;
- Work with subject matter experts, graphic artists, and marketing teams to create thought-provoking content and develop new solutions to address gaps in existing content;
- Understand detailed technical descriptions provided by subject matter experts, edit and redraft content to ensure continuity of strategic messages and clarity around key points that align with our clients' needs and wants;
- Additional duties may include reviewing project fact sheets and curriculum vitae, and providing writing support and counsel to Rokstad's various support functions and operational business units.

JOB REQUIREMENTS

- Ability to absorb and organize complex content logically as part of narrative responses to Client Requests for Pre-Qualifications, Proposals and other submissions;
- Excellent oral and written communication skills;
- Proven ability to meet multiple, concurrent deadlines while producing high-quality work;
- Demonstrated ability to take direction and work collaboratively in a team environment;
- Strong attention to detail;

- Excellent organizational and time management skills;
- Flexible, with the ability to accurately handle multiple priorities;
- Familiarity with the electricity transmission & distribution sectors and an ability to understand technical concepts and principles and convey them in a concise manner when working with a team of technical staff;
- Excellent writing, editing, proofreading, and formatting skills for accuracy and quality;
- Excellent oral and written presentational skills.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- College Diploma or certificate; or a combination of related education and experience;
- Minimum three years of technical writing experience;
- SharePoint or database experience an asset;
- Background in engineering, with experience in the electricity transmission & distribution sectors preferred;
- Knowledge of proposal development processes;
- Experience in publishing complex technical documents;
- Ability to understand (or seek to understand) engineering and electricity transmission & distribution scopes and specifications.

CORPORATE COMPLIANCE RESPONSIBILITIES

We care about our internal and external customers – loyalty is earned.

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

We strive for safety excellence – practice safety within the workplace, our homes, and at play.

- No compromise on safety – make safety a thought, an action, and a cornerstone belief in everything you do.
- Live safety for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

We take pride in what we do – how we show up is important

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.

- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

We stand among the very best – doing it right makes our reputation even stronger

- Act in Rokstad's best interests – as though you are an owner.
- Say what you mean, mean what you say –One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

We respect our position in the broader community – act in accordance with our culture and values

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualification to careers@rokstadpower.com or fax 1-888-310-8831. Please include the job title in the email subject line.