



**Position:** Technical Writer/Content Coordinator  
**Location:** Eden Prairie, MN

### **Position Description**

Pinnacle Climate Technologies, Inc. is a fast-paced growing manufacturing company seeking a highly motivated Technical Writer/Content Coordinator reporting directly to the Director of Marketing.

The candidate will be responsible for, but not limited to, writing user manuals, creating product labels, drafting website and product copy, maintaining a part number database, interfacing with the Pinnacle China team and external translation partners, and proofreading marketing communications. The main focus will be on the editing, formatting, and writing of manuals for the North America and European markets.

### **Job Responsibilities:**

- Writes, produces, and formats user manuals for heating and cooling products.
- Creates product labels for all products.
- Drafts website and product copy for customer and ecommerce sites.
- Authors articles and in-depth product information for digital and print.
- Coordinates translation efforts with external translation partners.
- Coordinates corrections to artwork received by artwork review team in China.
- Manages the artwork part number database.
- Proofreads marketing communications for correct grammar and content.
- Performs other duties or projects as assigned.

### **Reporting Relationship**

- Reports to Marketing Director
- Works with Engineering, Operations, Purchasing, Marketing and other functions

### **Qualifications and Skills**

- Associates Degree in Technical Writing, Journalism, English or equivalent, Bachelor's Degree Preferred
- 0-2 years of experience.
- Intermediate in Adobe Creative Suite (Photoshop, Illustrator, In-Design) Mac Operating system
- Knowledge in Microsoft Office (Word, Excel, Outlook)
- Ability to format text in multiple languages (Not required to speak multiple languages)
- Experience with technical writing in an industrial field – Preferred





- Detail/Deadline oriented
- Multi-Tasking/sense of urgency a must
- Strong organization/communication skills
- Production Artist a plus

