

## Technical Document Writer

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Company: Cummins Inc.

Location: Australia

Category: other-general

Technical Document Writer Wetherill Park , Australia Work Type: Hybrid - Potential for Partial RemoteRelocation Package: Ineligible Apply Now Join Our Talent CommunityEmployees Refer a Friend Our culture believes in Powering Your Potential . We provide global opportunities to develop your career, make your community a better place and work with today's most innovative thinkers to solve the world's toughest problems.We believe in flexibility for you to explore your passions while making an impact through meaningful work within our inclusive workforce. That's what #LifeAtCummins is all about. Technical Document Writer Description An exciting opportunity has presented for an experienced Technical Document Writer to join our team on a 12 Month contract. This is a Hybrid roles to be based in Wetherill Park, Sydney. You will make an impact in the following ways: Produce high-quality documentation that is appropriate for its intended audience. Work with internal teams on product and documentation requirement for a specific project. Ensure existing and new work instructions are verified for correctness and validity. Maintain appropriate document template storage processes to ensure templates for project documentation are easily sourced Manage, collate, review for accuracy and deliver associated project manuals and other relevant project documentation to the end customers as per contracted project deliverable To be successful in this role you will need the following: University or College Degree Previous experience in a similar role is essential. Previous experience with Aconex, Team Binder, Procore and other similar applications is desired Strong knowledge of MS Office Job GENERAL MANAGEMENT Primary Location Australia-New South Wales-Sydney-Australia, Wetherill Park, Distributor BR 210 Job Type Experienced - Exempt / Office Recruitment Job Type Exempt -

Experienced Job Posting Apr 18, 2024, 9:33:23 PM Unposting Date May 30, 2024, 9:29:00 AM Organization Distribution Business Role Category Hybrid - Potential for Partial Remote Relocation Package Ineligible This position may require licensing for compliance with export controls or sanctions regulations.

**BENEFIT OVERVIEW** Benefits and perks listed below may vary depending on the nature of your employment with Cummins and the country where you work.

**FINANCIAL WELLNESS** As a Cummins employee your retirement savings plan / pension plan / superannuation will power your path to retirement and improve your financial future.

**HEALTH & WELLNESS** Your wellbeing is important to us. You and your family will be cared for through comprehensive health care benefits.

**CONTINUING EDUCATION** Whether starting or completing a degree, you will be supported by tuition reimbursement opportunities or full funding.

**PAID INCENTIVE** You will receive annual merit and profit sharing based on individual and company performance.

**DIVERSITY & INCLUSION** We celebrate diverse perspectives and you will be part of building a more diverse workforce to enhance our competitive position and enrich our culture.

**WORK-LIFE FLEXIBILITY** Your energy and commitment will be recognized through paid vacation and holidays, parental leave, adoption assistance, flexible work environments and more.

**EVERY EMPLOYEE, EVERY COMMUNITY** You are empowered to volunteer at least four hours per year on company time, to give back to the communities where you work and live.

**DEVELOPMENT AND GROWTH** You will learn and grow through training and hands-on experience in an environment that values curiosity and developing talent for the future.

**PLEASE BE ADVISED:** Cummins has been made aware that there are a number of scams that take advantage of job seekers in a variety of ways. Depending on the scam, scammers look to collect confidential information to use for identity theft or try to get money from job seekers during the recruitment process. Cummins will never ask for money during the application, recruitment, or onboarding process. To learn more about the most common job scams, tips on how to avoid being scammed and federal reporting procedures, please visit [consumer.ftc.gov/articles/0243-job-scams](https://consumer.ftc.gov/articles/0243-job-scams).

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