

ISPI Michigan Chapter
Job Bank
Job Description Form

Company: Plastipak Packaging, Inc.

Location: Plymouth, MI

Job Title: Technical Training Writer

Contact Person:

Type of Position: Full-time

If interested, please send your resume to:

Diane Hinton

dhinton@plastipak.com

General Description:

Work within our corporate Training & Performance Support team to write training materials for our growing technical training program. Some travel is required.

Responsibilities:

Specific assignments will include the following:

- Conduct extensive and thorough research with technical experts to gather information on equipment functions, operating procedures, quality standards, and safe work practices.
- Use the resulting information to create user-friendly, performance-based training tools to help production staff expediently fulfill training objectives.
- Adapt existing technical training modules for application at additional plants.
- Work with plant training teams and technicians to evaluate material and trainer effectiveness.

Requirements:

- Strong writing skills a must
- Bachelors in related field and 3-5 years technical writing experience
- Proven background in scientific or technical communications
- Understands electro-mechanical systems; manufacturing experience a plus
- Team mindset and a passion for performance support
- Computer proficiency in Microsoft Word