



# Now Hiring Technical Writer

## Summary

The Technical Writer is responsible for creating, editing, and maintaining clear, accurate, and user-friendly documentation that translates complex technical information into understandable content for internal teams and external stakeholders. This role works closely with subject matter experts (SMEs), engineers, operations personnel, and leadership to produce manuals, SOPs, training materials, policies, and technical reports that support operational excellence and compliance. This position will be reporting to the Learning and Development Manager.

## Essential Job Duties

- Develop and maintain technical documentation including:
  - Standard Operating Procedures (SOP's)
  - Create and update site specific Lockout/Tagout (LOTO) procedures
  - Work instructions
  - Technical manuals
  - Process documentation
  - Training guides
  - User guides and reference manuals
- Translate complex technical concepts into clear, concise written content
- Create and update site specific Lockout/Tagout (LOTO) procedures
- Ensure documentation aligns with company standards, regulatory requirements, and industry best practices
- Work with engineers, operators, maintenance, and supervisors to gather technical information
- Delivers training as assigned by the Learning and Development Manager
- Review and edit documentation for clarity, consistency, grammar, formatting, and technical accuracy
- Develop documentation standards and style guides
- Supports continuous improvement initiatives by updating documents as processes evolve
- Assists in assessing training and development needs and program effectiveness
- Embrace Teamwork
- Complete administrative tasks, duties, and reports as required in a timely manner
- Other duties as required by the business and the Learning and Development Manager
- Good attendance, safety, disciplinary, and overall employment records
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

## Qualifications

- High school diploma or GED required
- Minimum of two years of training experience in a formal and/or informal setting
- Minimum of three years of experience of sugar manufacturing or industrial maintenance experience
- Proficient in Microsoft Office Suite for technical documentation, formatting, and revision control
- Experience with computerized maintenance management systems (CMMS) is desired
- Organized with excellent time management skills
- Motivated, willing, enthusiastic, and promotable
- Able to adapt a communication style to suit all stakeholders

## Physical Demands and Expectations

- Able to sit for extended periods of time
- Ability to bend
- Able to lift up to 50 pounds
- Climb stairs and ladders
- Able to work in both a factory and office setting

### Minn-Dak Farmers Cooperative

Attn: Susie • 7525 Red River Road • Wahpeton, ND 58075

Email: [jobs@mdf.coop](mailto:jobs@mdf.coop) or [sbitner@mdf.coop](mailto:sbitner@mdf.coop)

Phone: 701.671.7777

[www.mdf.coop/careers](http://www.mdf.coop/careers)

# APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.

How Did You Learn About Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative _____
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend _____
<input type="checkbox"/> Employee Referral	<input type="checkbox"/> Other _____

FOR OFFICE USE ONLY  
Form 8850 filled out:  
 Yes  No

Follow up needed:  
 Yes  No

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City ST Zip

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_  AM  PM

If you are over 18 years of age, are you authorized to work in the United States?  Yes  No

Have you ever filed an application with us before?  Yes  No

If yes, when? \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, when and who was your supervisor? \_\_\_\_\_

Can you travel if a job requires it?  Yes  No

Date available to start work: \_\_\_\_\_

What is your desired salary? \_\_\_\_\_

Are you available to work:  Rotating shifts  Full Time  Campaign (appx Sept-May)  Harvest (appx Sept-Oct)

Have you ever been convicted of a felony?  Yes  No  
*(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)*

## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School or GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

## REFERENCES

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

<b>Employer Information</b> Company Name:	<b>Dates Employed</b>	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	<b>Salary</b>	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
<b>Employer Information</b> Company Name:	<b>Dates Employed</b>	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	<b>Salary</b>	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
<b>Employer Information</b> Company Name:	<b>Dates Employed</b>	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	<b>Salary</b>	
Supervisor:	Starting:	
Reason for leaving:	Ending:	

## AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

Print Name

Signature

Date

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

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Signature of Applicant

Date

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**Please help us understand you better by answering these questions.**

**It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.**

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years?  Yes  No

Have you ever received a disciplinary action for attendance or other issue?

Attendance  Yes  No

Other Issue  Yes  No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player?  Yes  No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?