

Job Title: User Guide Author

Location: Egham

Role Overview

Working as part of the design department, your role will be to create AV System User Guides for inclusion in the AV system's documentation at sign off working alongside the Operations & Maintenance Manager and internal departments.

Key Responsibilities

- > Creating draft User Guides and templates for approval as required
- > Liaise with all departments to obtain the information required to create User Guides
- > Liaise with Clients to produce User Guides to their specification
- > Update User Guides in line with changes to the AV System
- > Attend site meetings as necessary
- > Attend internal design review meetings as necessary
- > Manage contract resource as required
- > Manage own schedule to ensure that User Guides are produced in line with the projects timelines
- > To maintain relationship with existing contractors for a time period with a view to bring process in-house
- > Working with Marketing to create the right branding / look & feel
- > To create templated technical content and structure in line with the client's requirements and level of understanding

Further Details

Salary: Dependant on experience
Reporting to: Operations & Maintenance Manager
Department: Operations
Hours: Full-time, 40 hours per week, flexibility required

Equal Opportunities

proAV are an equal opportunities employer, committed to promoting diversity and inclusion in the workplace and for job applicants, and are encouraged regardless of age, disability, gender identity, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and that we understand, recognise, respect and value differences so that all decisions are based upon merit.

The principals of non-discrimination and equality of opportunity, diversity and inclusion also apply to the way in which we treat visitors, clients, customers, suppliers, and workers.

Contact

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