

Technical Writer

ARCHER CRM is hiring a full time Technical Writer to carry out & assist with report writing and data compilation.

Job description

Primary Responsibility: Produce technical reports and compile information. Roles and tasks include:

- Timely completion of archaeological assessment reports and compilation of documentation related to Permitting;
- Effective management and/or compilation of resource data and inventory;
- Archival and background research, which may involve travel;
- Adhere to ARCHER OH&S & Quality Assurance programs;
- Meet Project Manager expectations of deliverables.

Preference given to those with the following skills/experience:

- Demonstrated proficiency in compiling and writing consulting level archaeological impact assessment, preliminary field reconnaissance, and final permit reports;
- Knowledge of Microsoft Office Professional suite and Adobe Acrobat;
- Ability to interpret maps;
- Basic knowledge of surficial geology and/or landscape archaeology;
- Ability to work independently with minimal guidance and in a team environment, taking direction from Project Director;
- Prior experience liaising with First Nations, Proponents, regulatory bodies, land agents, and landowners;
- Ability to work effectively with a diverse crew to effectively facilitate fieldwork and report compilation;
- Detail oriented with an aptitude for technical editing.

Requirements:

- Canadian Citizen or Permanent Resident status;
- BA degree or higher in Archaeology, Anthropology, History, or related field of study, or undergraduate degree with equivalent level of writing or technical editing experience;
- Demonstrate writing and research experience/abilities;
- Prince George and Vanderhoof Offices position is in person, relocation would be required;
- Remote work is possible for the Delta and Fort St John offices;
- Subject to criminal record check;
- Must submit at least two (2) relevant references for verification of qualifications.
- Must submit at least two (2) examples of writing or technical writing that has not been edited by multiple reviewers (ie. Thesis).

Remuneration:

- Dependent on demonstrable experience and/or qualifications
- Access to benefits package.

No telephone inquiries.

Questions & expressions of interest are to be forwarded to jobs @ archercrm dot ca, or by fax to 1.250.261.5474.

Please note that resumes with references and a writing sample provided will be examined first to expedite hiring.