

Technical Writer

A bit about us:

Cars are our thing. We're an independent not-for-profit organisation with co-regulatory responsibilities, tasked by the NZ Government to ensure that modifications made to road-going vehicles are carried out in a safe and compliant manner. Carefully balancing our automotive passion with our responsibilities to the Government ensures that New Zealand's car enthusiasts and the modification industry can continue to enjoy their much-loved traditional freedoms.

Our functions and our position are equally diverse; - we're both a co-regulator and an advocate, and we're aligned both with the NZ Government and the motor vehicle modification sector.

We have a staff of 11, and work from a comfortable office space, with a showroom, meeting room, and workshop. It's a great place to work; - half of our team have been with us for more than 10 years, we're practically-oriented and have a get-on-with-it approach, and as a result we collectively punch way above our weight.

What we're looking for in general terms:

We're looking for someone with a technical writing background, within the automotive industry, to assist in the development of technically-complex regulatory standards and inspection documents, and highly-detailed operational processes.

The right person will possess a high level of competence in technical writing, along with strong desktop publishing skills; - principally writing, wordsmithing, and formatting. A high level of competence in parallel sentence structure is needed, along with the ability to write concisely and clearly, and to enable the material to be understood by a range of target audiences. The right person will also have the ability to provide high-quality proofed and edited documents, unassisted.

A relevant formal qualification would be great, but we're much more interested in competence and experience. A strong technical automotive knowledge is critical, and an interest in modified vehicles would be very useful.

We're a small close-knit team, so a natural ability to get on well with your workmates is essential.

Benefits this role provides:

There's a number of appealing aspects to this role:

- we'll pay according to competence and commitment;
- we're based in Elsdon, Porirua (so you don't have to fight the CBD traffic);
- there's plenty of free parking on site;
- the hours could be set to fit your needs (full-time; part-time; inside school hours);
- it's a friendly and casual environment (we don't wear ties or power-suits, and we like a laugh now and then);
- and if you love cars, this is the perfect position!

The position is only available to New Zealand residents with excellent oral and written English.

Please email your expression of interest and CV to admin@lvta.org.nz by 30th September 2020.