

GTUIT Technical Writer (Part-Time) – Billings, MT

General

GTUIT, LLC provides comprehensive solutions to capture flare gas at the wellhead and repurpose that valuable energy resource for the beneficial uses for industry and communities.

The GTUIT Promise:

- We are driven to innovate and develop solutions to energy management challenges.
- We take our engineering expertise, intensive in-the-field research, and our determined work ethic to solve problems.
- We know that all the technology in the world cannot replace integrity, no-hassle dependability and business acumen.
- We work diligently to optimize energy resources and add value for our clients.
- Our technology recovers energy and redirects it toward beneficial uses in developed and underdeveloped communities.

The Position & Responsibilities

The GTUIT **Technical Writer (Part-Time)** will be responsible for supporting a variety of documentation needs for GTUIT's growing fleet of equipment and expanding operations.

This position has the flexibility to accommodate a variety of schedules as well as work from home or remote office. Hours could vary dramatically depending on the company's documentation needs.

Preference will be given to a candidate who is an Independent Contractor with their own business entity, however, an exceptional candidate who is not an Independent Contractor but would be categorized as a Part-Time Employee will also be considered. Candidates must already reside in Billings, MT or a nearby community. Successful candidate will at times need to interact directly with various members of the GTUIT team at the company's headquarters in Billings, MT.

Responsibilities will include:

- Working with the entire GTUIT team to provide a wide range of documentation support including:
 - o Writing equipment commissioning documents/templates
 - o Working with field staff to document standard operating procedures (SOPs)
 - o Developing equipment operating manuals
 - o Developing manufacturing and operations checklists
 - o Development of sales/marketing materials
 - o Developing and updating ISO documentation
- Although very infrequent, the candidate may be asked to visit customer sites and provide hands-on documentation support where equipment is deployed/operating

Qualifications

- Minimum three years' experience in writing technical manuals and documenting technical products
- Must be very "hands-on" with a desire and aptitude for working directly with a wide variety of stakeholders including: GTUIT owners, engineering and field personnel, customers, outside vendors, etc.
- BS degree desired but will consider candidates with technical degree and relevant experience
- Demonstrated ability to foster productive working relationships across an organization
- Must possess exceptional verbal and written communication skills. English literacy required, Spanish literacy a plus
- Expert user of MS Office Suite (Word, Excel, Powerpoint) and other documentation specific software packages
- The position may, at times, require travel to GTUIT customer sites which are very safety conscious and highly regulated with respect to safety protocols. As such, candidate must be very safety conscious with ability to work safely in a variety of monitored work environments.
- Previous experience in the oil/energy/ natural resource sector is a plus
- Familiarity with mobile PC tools and applications
- Ability to correctly distinguish colors within mechanical/electrical assemblies and drawings
- Although very infrequent, there may be occasions where overnight travel to an equipment/customer site may be required
- Depending on status (Independent Contractor or Part-time Employee) candidate may be required to pass pre-employment screening criteria including background check and drug test
- Given the proprietary nature of GTUIT's equipment and processes, candidate will be required to sign GTUIT's non-disclosure agreement

If you meet the above qualifications and would like to be a part of rapidly evolving company at the forefront of energy innovations, please provide resume and cover letter and make specific reference to the Technical Writer (Part-Time) position.