

## **Who we are**

At SMS group, our people are our greatest asset. We offer an entrepreneurial environment that promotes a culture of innovation, growth, and inclusion. We offer company events, activities, and opportunities to participate in charitable initiatives that benefit the communities where we are located.

[www.sms-group.us](http://www.sms-group.us)

## **Duties:**

The main responsibilities are to convert highly technical information in layman's terms, explain the functionality of a product or service, and share information among two or more parties within our organization.

### Work Space

- Excellent command of grammar, and punctuation and great attention to detail
- Create content free of careless mistakes that is clear, concise, accurate, and easy to understand
- Ability to work with a wide variety of colleagues and have a good understanding of the product you are writing about to write accurate content
- Have a strong knowledge of documentation process
- Have a command of technical terms and vocabulary commonly used
- Take ownership of your role and responsibilities and be able to communicate with Lead/Manager as appropriate
- Be able to represent documentation during team meetings and intervene as necessary for guidance and clarification.

## **What we offer**

- Competitive compensation, medical/dental/vision coverage, paid vacation, paid holiday time, 401k with a company match, training, a tuition reimbursement program and more!

## **What we do**

SMS group is the leading partner in the world of metals. We are an original equipment supplier offering comprehensive maintenance and spare part services for metals production, continuous casting and rolling (flat and long products), tubes, welded pipes, forging, non-ferrous technology, and heat treatment plants - all from a single source.

*SMS group Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, age, sexual orientation, disability, veteran status, gender identity or other categories protected by law. Employment is contingent upon successful completion of a drug screen and physical capacity profile test.*