

Position: **Desktop Publisher - Manuals & Technical Documents**
Department: **Marketing**
Location: **Appleton, WI**
Reports to: **Director, Sales and Marketing**
Hours: **Full Time**

Water Right, Inc. is a manufacturer that serves a very select customer base in markets of the water treatment industry, whose primary focus is to offer the best solutions for the consumers water treatment needs. We provide "value-added" products; tools and support programs designed to best assist the customer in growing a successful business.

Scope of Responsibility:

Format and manipulate text, drawings, photos, and other information into documents and prepare them for print and electronic use. The position will commonly prepare manuals, specification reference pages, and other product support materials. Must have the ability to take technical information received and write coherent copy to communicate processes to the end user.

Essential Duties and Responsibilities

- Work collaboratively with marketing, customer service, and technical support teams to gather materials and revisions
- Graphic manipulation, such as photographs or illustrations
- Write copy from information gathered for formal communications
- Layout text and graphics in comprehensive multi-page and single page documents
- Check proofs thoroughly for errors and make corrections
- Convert files for printing or websites
- Maintain product websites and company servers with most current document updates
- Manage multiple projects and proactively monitor project process to meet deadlines

Qualifications

- Proficient with Adobe Creative Cloud design software and standard Office products
- Associates degree in related field or 3 years of experience
- Ability to grasp technical and mechanical concepts
- Good planning and organizational skills to perform independently
- Well-developed interpersonal communication skills
- Professional appearance and manner
- Ability to collaborate within a team environment

Benefits

Water-Right is a solid company that offers a competitive benefits package after 60 days to all full-time employees, such as health and vision insurance, life insurance, 401K, PTO time, HSA account, Flexible Spending Account, and company events and programs. If you are seeking a position with a stable and profitable company, where you can be a member of a high energy family oriented team, then Water-Right is the company for you.

To Apply

Please mail or e-mail your resume to:
Water-Right, Inc.
Attention: Luke Java
1900 Prospect Court
Appleton, WI 54914
E-mail: luke.java@water-right.com

OR

Visit our website:
Upload your resume at
www.water-rightgroup.com/careers

"If you're hard working and thrive in a fun and challenging environment, consider Water-Right."

Kurt Gruett, President