Rapidly Expanding High-Speed, Affordable Connectivity to Rural Communities Globally

At Altaeros we believe everyone should have access to the basic building blocks that allow a fulfilling, prosperous life, whether they live in a megacity or in the most rural of villages. We also believe in the power of innovation to make this a reality. Our SuperTowers are autonomous tethered aerostats that deploy a wide range of payloads, including LTE, 5G, IoT and other equipment. With both fixed and mobile SuperTowers, we aim to help hundreds of millions of people get online for the first time. As a member of the Altaeros team, you will help us to achieve our goal of delivering the next generation of infrastructure to those who need it most.

As a Technical Writer - Manufacturing Engineering with Altaeros you will be responsible for all aspects of creating manufacturing work instructions, training material and customer operations documentation for the Altaeros SuperTower. You will be working in our Fremont, NH site as needed to partner with Altaeros’ Manufacturing team. We want to speak with you if you enjoy defining and writing technical content for manufacturing and for customers. The range of work instructions will include component testing, hardware assembly, industrial cabinet layout and operations, system verification testing and systems operations. You will partner with teams including Manufacturing, Engineering, Telecommunications, Customer Success, and Flight Management to capture and document the procedures for operating the Altaeros SuperTower.

We want to speak with you if you have 2+ years of experience writing internal manufacturing and external systems documentation. Our work environment is fast-paced and dynamic; we work together to find solutions to solve some of the world’s biggest challenges, and we like to have fun while doing it.

Estimated Level of Engagement:
• Six-month contract to start, with the possibility of extension and/or temporary-to-permanent work
• 40 hours per week

Within your first 6 months you will:
• Develop operating procedures and training materials by observing manufacturing, referencing engineering drawings, and directly interviewing the design and manufacturing engineers
• Create manufacturing work instructions including layouts and illustrations
• Capture all information regarding manufacturability, test techniques, and specialized tooling for Altaeros’ internal use
• Run internal documentation reviews to collect feedback and incorporate changes
• Propose and create process videos as supporting material where appropriate

Qualifications:
• Expert in content creation tools for operating procedures, training materials, work instructions, and maintenance
• Excellent written communication skills
• Ability to read engineering drawings, schematics and specifications and translate into work instructions
• Knowledge of creating short how-to videos
• Excellent analytical and problem-solving skills, with the ability to pay careful attention to detail
• “Startup Attitude” quick learner, passionate, nimble & adaptable - you get creative when an answer isn’t obvious
• A team member with strong drive, initiative, organizational and communication skills
• Bachelor’s degree (or working experience that has established your solid understanding of manufacturing of hardware systems) and 2+ years of experience documenting in manufacturing engineering content and/or hardware content in aerospace or a similar industry
• Experience handling flight hardware is a plus

If interested, please submit your resume and cover letter with the subject [Technical Writer - Manufacturing Engineering – Your Name] to Altaeros.jobs@altaeros.com.

We are an Equal Opportunity employer committed to a diverse workforce. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.