



MANUAL WRITER- CONTRACT Wasaga Beach, Ontario

Community is at the heart of who we are at Parkbridge. Together with our homeowners, resort guests, and municipal partners, we share a passionate belief in the value of building vibrant communities.

As a global housing award-winner and Canada's leading owner, operator and developer of residential and resort land lease communities, Parkbridge has expertise unparalleled in Canada. Our affordable home ownership model is unique because it allows people to own a home, without buying the land – an approach commonly known as 'land lease.'

Since 1998 we have expanded from just two properties with a few dedicated employees to more than 115 properties and 1,100 passionate employees across Canada – and counting!

From B.C. to Nova Scotia, our 75 vibrant, residential communities offer an attractive option to retirees looking to downsize and families looking for an affordable home. These communities are well-managed with quality amenities, activities and services for active and community-minded residents.

Our 40 RV and cottage resort properties provide memorable getaways for seasonal and overnight guests. In stunning, picturesque locations, our resorts are where people want to play, recharge and make memories.

Parkbridge is growing with active, healthy and happy homeowners and guests – because Parkbridge is where community lives.

THE OPPORTUNITY

Essential Duties:

- Plan, develop, organize, write and edit operational procedures and manuals
- Research, develop and refresh existing policies and procedures
- Review and merge existing manual
- Produce electronic documentation in addition to hard copy manuals
- Maintain a comprehensive library of terminology and documentation
- Analyze documents to maintain continuity of style of content
- Manage updates and revisions to literature

Professional Experience/Qualifications

- Proven experience working in a manual writing position ideally in Environmental Health & Safety
- Excellent written and verbal communication skills
- Proficiency in MS Office
- Strong attention to detail
- Able to write in explanatory and procedural styles for multiple audiences
- Skilled at prioritization and multi-tasking

If you are interested in this role, please send your resume and cover letter to careers@parkbridge.ca
No phone calls please. Only those candidates who are selected for an interview will be contacted.

Please note that applications for this position may be kept on file for 6 months and may be considered for future opportunities within Parkbridge.

www.parkbridge.com

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact Human Resources.