



Technical Writer: Fairfax, VA Area, Full Time On-Site, DoD Secret Required

The Person is Serve as the subject matter expert and focal point for technical writing support functions and assists in developing, writing, editing, and managing technical documentation to include the Performance Work Statement (PWS), Statement of Work (SOW), Market Research, and Justification and Approvals (J&A), White Papers, Standard Operation Procedures (SOP).

Responsibilities

The Technical Writer will assist acquisition and requirements with edits on acquisition documents, reports, manuals, briefs, evaluation criteria documents for proposals, and documents for contract modification. Support and assist the A&R in analyzing, organizing, developing, preparing, writing, editing, and printing manuals, presentations, technical specifications, process or data flow diagrams, and complex analytical reports. Interact with the program offices technical staff, analysts, program managers, and the customer in the development of their requirement documents preparation, presentation, and publication of applications concepts. Coordinate, assemble, review, research, edit, update, analyze, and prepare technical reports/documents both in hard copy and electronically. Assist in collecting and organizing information for preparation of user manuals, training materials, proposals, and reports. Maintain records, files, and assist A&R with documentation of tasks to ensure goals and objectives of the organization are achieved. Arrange calls and meetings, preparing reports and other paperwork, file management, answering requests for information and preparing general correspondence. Coordinate with and assist the government professionals in the development, preparation, editing, writing, updating, program specifications documentation and process. Communicate, orally and in writing, to enable presentation of sensitive and sometimes controversial material and make recommendations to higher authority and other Government agencies.

Rate: Up to \$130+K DOE (Full Time Rate varies with Benefits)

Benefits: Full Medical, Federal Holidays, Long and Short Term Disability,, 401K, 2 Weeks Vacation, Year End Bonus, Christmas Holidays, Paid Time Off.

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