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Job Listings for Technical Communicators



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Technical Writer

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Job ID:	19708177	Posted:	August 18, 2014
Position Title:	Technical Writer	Job Function:	Professional Services
Company Name:	Carley Corporation	Entry Level:	No
Location(s):	Orlando, Florida, 32801, United States	Job Type:	Full-Time

Company: Carley Corporation
[view full company profile](#)

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Email Address: humanresources@carleycorp.com
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Job Description

Job Title: Technical Writer
Location: Corporate Headquarters, Orlando, FL
Reports To: Program Manager

FLSA Status: Full-time, Exempt

Clearance: Ability to obtain Secret

Summary: The Technical Writer is responsible for developing, drafting and implementing program documents. The position needs to be intimately aware of policies, procedures and systems relative to the program and the Company.

Qualifications, Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Assist in the day to day processing activities of program documentation.
- Research and write user and reference documentation, operations manuals, technical descriptions and procedure documentation.
- Format and review deliverable documentation in accordance with Company practices and/or Department of Defense (DoD) standards, as required.
- Explain or describe processes in a concise, technical, and professional manner.
- Support continuous improvements for and development of the activities related to Documentation Control for Company deliverables.
- Work in a fast-paced production environment with ability to handle multiple competing tasks and demands.

Supervisory Responsibilities: None at the current time.

Education and/or Experience:

- Bachelors degree in English, Technical Writing or similar field. Four (4) years of professional experience can be substituted for two (2) years of the educational requirements.
- Minimum 4 years experience in engineering/simulation discipline or relevant industry, performing technical documentation development.
- Background in and Knowledge of DoD design documentation required to support simulation and training systems.
- Knowledge and understanding of engineering source data, production design data, logistics source data and other related technical literature, as well as a knowledge of research methodology sufficient to develop authentic technical information.
- Ability to research the operation of training and training support systems, reviewing specifications and/or complex engineering drawings, and physically examining samples as required.

- Proficient in all Microsoft Office applications, Adobe Acrobat, and software applications used in document development, control and configuration management.

Carley Corporation is an EOE. AA/M/F/D/V. We participate in the E-Verify Employment Verification Program

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