



Financial Advisor serving...

Norfolk, Virginia Area Posted 17 days ago



Technical Writer (Navy...

Washington D.C. Metro Area Posted 3 hours ago



Technical Writer

Greater Chicago Area Posted 26 days ago



Program Manager

Norfolk, Virginia Area Posted 10 days ago



*Automation Engineer

Norfolk, Virginia Area Posted 21 days ago



Senior Account Executive

Norfolk, Virginia Area Posted 21 days ago



Safety Systems Electrical...

Norfolk, Virginia Area Posted 25 days ago



AMSEC Senior Consulting Field...

Norfolk, Virginia Area Posted 21 days ago

Desired Skills and Experience

The following skills are required:

- 1. Ability to write technical content for procedure manuals, service manuals, and related technical publications that describes the installation, operation, and maintenance of electronic, electrical, mechanical, and other equipment.
- 2. Ability to write using clear and concise language that adheres to customer-established standards and conventions. Knowledge of the English language, grammar, usage and composition.
- 3. Ability to acquire and verify subject matter content by interviewing workers engaged in developing products and services, observing production methods, referring to blueprints, sketches, engineering drawings, notes, manuals, and similar publications.
- 4. Ability to define required graphics, photographs, tables, figures, and engineering drawings and/or create graphic materials using basic photography and graphic applications such as PowerPoint and Photoshop.
- 5. Must have hands-on experience operating or maintaining AN/BLQ-10 or ISIS, Submarine Electronics Warfare systems.

The following skills are highly desirable:

- 1. Experience entering content using HTML, XML, and content management systems.
- 2. Knowledge and familiarity of S1000D technical documentation standards.
- 3. Familiarity with MS Office Suite.
- 4. Experience performing system operation and maintenance on US Navy submarine electronics systems or submarine electronics warfare systems.

Additional requirements:

- 1. Bachelor's degree in related discipline or equivalent experience
- 2. Candidates must be U.S. citizens able to obtain a Secret level security clearance.

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About this company

Gromelski & Associates, Inc. is a small woman owned business with top secret clearance. Over that past twenty-five years, we provided services for major corporations and large government agencies including the Social Security Administration, Lockheed Martin Corporation, Global Knowledge Network, Digital Equipment Corporation, Nextel Communications, Network Associates, Oracle Corporation, Department of Education, ExecuTrain Corporation, Federal Computer Corporation, U.S. Navy, and State of Louisiana. Our services include but are not limited to (1) technical support desk (help desk), (2) training development and delivery, desktop simulation, computer based training, Interactive Electronic Technical Manuals (IETM), (3) system engineering and administration, and (4) network administration, management, installation, integration, operations, security, and maintenance.

For Lockheed Martin Corporation, we operate the Defense Messaging System (DMS) helpdesk and

For Lockheed Martin Corporation, we operate the Defense Messaging System (DMS) helpdesk and provide DMS system engineering and training. In addition, we support the Pentagon Telecommunications Center (PTC) contract with help desk and system engineering services. Currently, we develop and deliver instructor led training, electronic documentation (IETM), multimedia applications, computer based training (CBT), and desktop simulation for submarine combat systems on the Acoustic Rapid COTS Insertion (ARCI) and the Integrated Submarine Imaging System (ISIS) programs. Recently, Lockheed Martin Corporation awarded our company with the STAR award in recognition of our ability to meet quality and service requirements. We have a long successful history with Lockheed Martin Corporation.

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