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Wednesday, September 3, 2014

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ENTRY LEVEL TECHNICAL WRITER/EDITOR

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Job ID:	19779103	Posted:	August 23, 2014
Position Title:	ENTRY LEVEL TECHNICAL WRITER/EDITOR	Job Type:	Full-Time
Company Name:	General Atomics (Wrap)	Job Duration:	Indefinite
Job Function:	Engineering	Min Education:	None
Entry Level:	No	Min Experience:	None
Location(s):	San Diego, California, 92101, United States	Required Travel:	10-25%

APPLY FOR THIS JOB

Apply URL: <http://generalatomicswrap.contacthr.com/34870159>

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Job Description

Pay Type: Annual
Clearance Required: Desired

General Atomics Aeronautical Systems, Inc. (GA-ASI), an affiliate of General Atomics, is a world leader in proven, reliable Unmanned Aircraft Systems and tactical reconnaissance radars, as well as advanced high-resolution surveillance systems.

We have an exciting opportunity for a Entry Level Technical Writer in our Technical Publications group.

DUTIES & RESPONSIBILITIES:

- Technical writing duties include researching, documenting, and developing detailed procedures to include operator, maintenance, troubleshooting, fault isolation, checklists, technical specifications, field alert bulletins, training materials, and other procedures and reports
- Utilize expertise with interactive electronic technical manuals (IETM) and the use of SGML, XML and an understanding of S1000D business rules
- Work with Arbortext Epic Editor, Microsoft Office Suite, Visio, Adobe Illustrator, and other applications, to support desktop publishing
- Develop technical data leveraged from source data, i.e. logistics management information (LMI) maintenance task analysis (MTA), engineering drawings, software description documents, test plans, design specifications/documentation, maintenance plans and design or engineering specifications within an integrated data environment (IDE) such as Windchill
- Demonstrate ability to develop operational procedures and corrective maintenance and diagnostics (troubleshooting) procedures for Organizational (O-Level), Intermediate (I-Level) and Depot (D-Level) and support and participate in IPRs and technical data Validation and/or Verification efforts as required
- Support technical data tracking, versioning and life cycle within the company common source database (CSDB), maintain assigned project writing specifications; such as S1000D, MIL-STD-1808, MIL-PRF-83495 and others
- Ensures documents are developed in accordance with program specifications; and properly collect and accumulate appropriate technical information and data through research and the analysis of technical data and publications, engineering drawings, test procedures, design specifications/documentation, software description documents, engineering documents and interviewing technical experts
- Investigate and resolve problem areas and interface with various engineering, operations and maintenance personnel to document the technical solution .

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