

Technical Writer / Engineering Support

Job Summary:

The successful applicant will be responsible for creating technical documents and manuals, training materials, technical proposal development, explaining complex information in a clear and concise manner and working with engineering and program management staff to ensure accuracy of product descriptions. If you have experience as a Technical Writer in the Aircraft, UAV or Advanced Technology industry, we encourage you to submit an application.

Technical Writer Engineering Support

Summary:

Provide expertise in technical document creation.

Duties and Responsibilities:

- Plan, develop, organize, write and edit operational procedures, maintenance manuals and training curriculum materials, work procedures, technical documentation
- Research, develop and document technical design specifications to support engineering
- Produce documentation in addition to hard copy manuals
- Maintain a comprehensive library of technical terminology and documentation
- Analyze documents to maintain continuity of style of content
- Configuration management, updates, and revisions to technical manuals

Preferred Qualifications:

- Proven working experience in technical writing of software/hardware documentation.
- Ability to deliver high quality documentation while paying attention to detail.
- Ability to quickly grasp complex technical concepts and make them easily understandable in text and pictures.
- Strong working knowledge of Microsoft Office (Visio, Word, Excel, PowerPoint).
- Skilled at prioritization and multi-tasking of projects.
- 2-3 years' experience in a relevant field.
- Experience in generation of Instructions for Continued Airworthiness, Service Bulletins, Aircraft Maintenance Manual, Pilot Operation Handbook, ASTM documents.

Other Skills/ Abilities/ Personal Attributes:

Skills: Problem solving, process development, critical thinking and consensus building to problem solving

Abilities: Work well with personnel at all levels, focus on priority issues, effective time management.

Typically, you will be in an office environment with team members without cubicles.

Personal Attributes:

- Confidence, enthusiastic, works well in an open highly collaborative environment that requires a discipline focus approach against distractions.
- Technology driven
- Ability to multitask