

Technical Writer

Job Summary

The Technical Writer communicates in a professional manner and has ability to explain complex information in a clear and concise manner. Write complex policies and procedures and create text that complies with outlines and other captured team guidance. Text includes narratives, tables, capability statements, past performance references, white papers. Candidate will acquire thorough understanding of the company's products, and technical/ management/ corporate missions and extract detailed content from data collected by Subject Matter Experts (SMEs) and other program staff required for technical content development. The successful applicant will be responsible for organizing and writing procedure manuals, technical specifications, and process documentation; and work with engineering operations to ensure accuracy of product descriptions and documentation requirements. Work with SMEs to develop standard process flowcharts, diagrams, and other graphics to support written technical content. Assist in development and day-to-day management of technical content infrastructure and content libraries. Produce electronic 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. Manage updates and revisions to technical literature. Respond to formal and informal feedback.

Job Duties

- Handle confidential information with discretion.
- Manage multiple priorities and deadlines in a fast-paced demanding work environment.
- Develop and apply document templates.
- Carry out written and verbal instructions.
- Multi-task and work in a fast-paced environment and have an attention to details.
- Write explanatory and procedural styles for multiple audiences.

Duration: More than 150-days

Hours per week: 40+

Salary: Salary commensurate with skills and experience

Qualifications

Education / Experience: 2-5 years experience writing technical proposals for government contracts. A Bachelor's degree in engineering, relevant technical field, or communications will be considered. An equivalent combination of education and experience may be considered.

Required Skills

- Advanced level skills in Microsoft Word, Excel, PowerPoint. Excellent research and interpersonal skills.
- Effectively present information and facilitate information gathering in one-on-one and group settings.
- Plan, develop, organize, write, and edit operational procedures and manuals.
- Research, develop and document technical design specifications and test scripts.

Employer Benefits

Company paid health, dental, and life insurance; other benefits include vision, disability, accident, cancer, and life insurance, pre-paid legal, paid vacation and holiday pay.

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disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required. For consideration, qualified applicants may apply in confidence at:

www.easternshipbuilding.com

Apply

Eastern Shipbuilding Group, Inc. - Human Resources
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134 S. East Ave., Panama City, FL 32401
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