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Newport News, VA 23607
Office: (757) 245-6321
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Position: *Technical Writer*

Location: *Hampton Roads, Virginia*

Overview:

As a Technical Writer you will report to the Engineering Group Manager. The Technical Writer conceptualizes and develops a large variety of complex technical documentation including equipment manuals, operating procedures, process descriptions, material lists, and maintenance guides; reviews draft and existing documents, and provides recommended changes. Other responsibilities include developing AutoCAD drawings to support technical documentation production, performing QC reviews of documentation, assisting in implementing CAD drawing standards, and managing production of technical documentation for paper and electronic submittals. In addition, the Technical Writer will assist in maintaining Process Flow Diagrams (PFD's) and Piping and Instrumentation Diagrams (P&ID's) for industrial and Federal clients. Teamwork, coordination, and excellent communication skills are essential to this position's success. The successful candidate is well organized, can communicate effectively on both a technical and non-technical level, works well with other employees, possesses a strong work ethic, and always presents themselves in a professional and courteous manner.

Essential Job Functions of a Technical Writer:

- Strong organizational skills with attention to detail and accuracy
- Ability to manage multiple tasks and efforts simultaneously
- Strong oral and written communication skills utilizing Microsoft Office software
- Demonstrated problem solving skills
- Ability to relate to customers and represent the company in a positive manner
- Must be a US Citizen or authorized to work in the US
- Must be able to pass a background investigation for Federal and Private Sector clients
- Must possess a valid driver's license

Preferred Certification/Experience:

- Associate degree
- Two (2) years of professional experience preferred
- Command Media Format Experience preferred

Benefits:

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| ▪ Medical, Dental, and Vision Insurance | ▪ Life Insurance |
| ▪ Paid Vacation and Holidays | ▪ Tuition Reimbursement |
| ▪ Short Term and Long-Term Disability Insurance | ▪ Compensation based on qualifications and experience |
| ▪ 401(K) Savings Plan | |

To Apply:

To be considered for this position, please send resumes to info@highgroundservices.com

- Please include in the email subject: **Technical Writer Position**
- Please include in the email body: **Name, email, Phone, and Date of Availability**

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