



## Technical Writer Washington, DC

**Description:** Novonics Corporation is seeking a highly motivated individual to provide technical writing for a wide range of office programs supporting a Government Contract. The ideal candidate will plan, design, write, edit, and proofread articles, manuals, specifications, presentation materials and other technical documents using rough outlines and materials. Candidate will interpret information obtained through research and provided by technical specialists.

### Tasking:

- Effectively use office automation systems and programs including Word, PowerPoint, and Excel or similar.
- Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
- Participates in developing and maintaining technical manuals. Assists with the validation/verification, discrepancy/deficiency resolution, and accuracy/adequacy assessment of technical manual requirements.
- Interfaces with engineers and technical professionals in writing, editing and publishing various types of customer documents such as training manuals, concepts of operations, and contract deliverables.
- Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

### Education:

Minimum of a Bachelor's Degree in an applicable field of study and 5 years relevant experience or 15 years of relevant experience. More senior positions require a Masters Degree in applicable field of study and 10 years relevant experience or a Bachelor's degree in applicable field and 15 years of relevant experience or 25 years of relevant experience.

### Experience/Knowledge:

- Knowledge of a wide range of managerial, organizational, administrative, and technical principles, practices and methods.
- Strong interpersonal skills, both oral and written, to effectively coordinate with other organizations.
- Must be proficient in Microsoft Office Suite.
- FAA experience desired.

**Travel:** Some travel may be required.

EOE/M/F/D/V/AA