



Job Number: 201703-057DM

Job Title: Technical Writer

To Apply: Send resume to jobs@valkyrie.com. Job number 201703-057DM must appear in the subject line of email to be considered.

Position: Technical Writer

Location: Port Hueneme, CA

Job Description:

- Coordinates of the editing, composition, production, and delivery in accordance with applicable specifications, standards, and other requirements. Participates in the establishment of guidelines and standards for text and graphics.
- Conducts research on the subject matter including interviewing and observing subject matter experts, researching journals, on-line sources, and other substantive source material to write scientific and technical materials.
- Coordinates of ancillary services and interdepartmental activities required for publication, preparation, and delivery.
- Coordinates the quality-control activities required to ensure the accuracy and adequacy of each publication, including in-process and final reviews, editing for compliance with all applicable specifications and standards, validation, and change verification.
- Produces publications using computerized composition and text-management systems.
- Maintains constantly high qualitative and quantitative output standards to ensure that quality publications are produced.

Job Qualifications:

- BA/BS or HS + 5 years related experience. English/Journalism degree a plus.
- Familiar with NSWC PHD Technical Manual production processes and NAVSEA SNIPP methodologies.
- Proficient in the use of personal computers using word processing, graphics, and desktop publishing software. Must possess excellent communication, writing, grammar, and customer service skills.
- Strong attention to detail with organizational and prioritization skills and the ability to handle multiple projects with tight deadlines.
- AUTOCAD experience
- Prior SGML, HTML, S1000D, QA experience a plus.
- Experience researching, compiling, organizing, and publishing technical data.
- Ability to apply comprehensive knowledge and comprehension of technical drawings, test specifications, reports, and equipment operating procedures to technical documentation in a straightforward and easily understood manner.

Security Requirements: US Citizenship with an Active Security Clearance or the ability to obtain and maintain SECRET security clearance.

Travel: May be required to travel (estimated 20%).

Valkyrie Enterprises, LLC is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, veteran status or any other status protected by law.

Send resumes to jobs@Valkyrie.com or mail your resume to: Valkyrie Enterprises, LLC, 4460 Corporation Lane, Suite 130, Virginia Beach, VA 23462.