

TITLE:	Documentation/Technical Writer	JOB CODE:	
FULL PART-TIME:	Full Time	CLASS:	
PERMANENT/TEMP:	Permanent	CITY:	Atmore
COUNTY:	Escambia	STATE:	AL
COUNTRY:	US	EXEMPT:	No

KEY EMPLOYEE STATUS

This is an exempt position.

REPORTING RELATIONSHIP

This position reports to the Sr. Technical Writer

DUTIES AND RESPONSIBILITIES

- As a Technical Writer and important member of a customer driven team, you must be able to interpret electrical and mechanical drawings for use in the development of maintenance and repair procedures utilizing designated test equipment and tools.
- Must be able to prepare structured documentation—including technical manuals, illustrated parts breakdowns, technical bulletins, and other technical data—aligned with customer provided standards and requirements.
- Participate in customer reviews, validations and verifications.
- Must be willing to travel up to 10% of the time.
- You must be a self-starter, team orientated, and able to interact with other team members as well as program management, contracts, engineering and logistics specialists to prepare technical publications and work to deadlines.

QUALIFICATIONS

- Bachelors degree in a related field or equivalent in education and experience 5 years' experience developing technical documentation for military specifications and requirements. Appropriate experience can substitute educational requirement.
- Technical background—ability to write about technical systems and read schematics; ability to interpret engineering source data to develop technical documentation; create work instructions and procedures.
- Strong computer skills
- Strong English communication skills, and, in particular, strong writing skills
- Excellent customer interface skills
- Must be a quick learner, self-learner.
- Ability to work independently with minimal supervision.

REMOTE: This position is located at the PCI Aviation Corporate Office and is not a remote or work-from-home position; however, travel may be required.

SECURITY REQUIREMENTS:

If required, must be able to obtain and maintain a security clearance at the contract required level. US Citizenship is required for clearance.

Equal Opportunity Notices

- PCIA is an Equal Opportunity/Affirmative Action Employer. Except as allowed by law, PCIA evaluates qualified applicants without regard to race, age, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, physical or mental disability, genetic factors, veteran status, and other protected characteristics EOE/AA/M/F/D/V.
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Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm