

**TITLE:** Senior Technical Writer/Editor

**FULL PART-TIME:** Full Time

**PERMANENT/TEMP:** Permanent                      **CITY:** Atmore

**COUNTY:** Escambia                                      **STATE:** AL

**COUNTRY:** US    **EXEMPT:** No

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#### KEY EMPLOYEE STATUS

The Senior Technical Writer/Editor is not designated as a Key Employee.

#### REPORTING RELATIONSHIP

The Senior Technical Writer/Editor reports to the Configuration Manager.

#### DUTIES AND RESPONSIBILITIES

- Interpret electrical and mechanical drawings for use in the development of maintenance and repair procedures utilizing designated test equipment and tools
- Prepare structured documentation—including technical manuals, illustrated parts breakdowns, technical bulletins, and other technical data—aligned with customer provided standards and requirements (Especially TM86-01X and applicable Mil-STDs as well as other contract data;
- Participate in customer reviews, validations (certifications) and verifications
- Provide training and leadership to junior technical writers
- Monitor compliance and provide continuous improvement to Quality processes and procedures (QMS)
- Adhere to Configuration Management principles and processes.

#### QUALIFICATIONS

- Associate degree can substitute 1 Year experience
- Must have 5+ years' experience in aviation-related technical background
- Working knowledge and proven performance of quality management techniques, not limited to inspection
- Effective written and oral communication skills
- Experience with MS Office, especially MS Word, Excel, and PowerPoint
- QMS certifications helpful (Lean, Six Sigma, etc.)
- Aviation Quality experience
- 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.

Apply Online: [www.CIEjobs.com](http://www.CIEjobs.com) **Ecke** application required

Resumes to: [HR@pcicie.com](mailto:HR@pcicie.com)

Ecke HR Department 100 Brookwood Road, Atmore, AL 36502

Phone (251) 368—0819

**TRAVEL:**

Will travel (up to 25%).

**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:**

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

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**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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- Please view Equal Employment Opportunity Posters provided by OFCCP [here](#).
- PCIA will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c) PCIA is owned (directly or indirectly) by a federally recognized Indian tribe. Therefore, in accordance with federal law and regulation, PCIA may give preference to Indians with regard to positions on or near an Indian reservation.

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