



DMR EMPLOYMENT ~ JOB ANNOUNCEMENTS

TECHNICAL DOCUMENTATION SPECIALIST

Write and electronically format technical documents in support of Navy projects using Microsoft Office and Adobe software. Provide technical writing assistance in support of government engineers and technicians to develop and revise Interactive Electronic Training Manuals (IETMs), Depot Repair Procedures (DRP), testing documents, parts lists, and specified drawings of integrated systems. This position requires that the candidate have past performance and clear understanding of government technical writing standards for quality assurance and documentation control within a specified format and style. Must be able to demonstrate a minimum of 5 years direct experience working as a documentation specialist or analyst in order to qualify for the mid-level position. Prefer applicants with relevant knowledge and/or direct experience with Mine Counter Measures (MCM) projects in order to effectively interface with technical writers, drafters, engineers, and production team through the process of edits, reviews, and draft submissions.

REQUIRED QUALIFICATIONS:

- Must be U.S. Citizen
- Must currently possess a documented government security clearance.

BASIC QUALIFICATIONS:

- Minimum 3 years' experience in technical writing using Adobe and Microsoft Office software.
- Experience with Naval technical documentation guidelines using S1000D IETM software.
- Excellent oral and written communication skills with the ability to understand technical concepts translate knowledge into clear, concise language within the scheduled deadlines.
- Specific Airborne Mine Counter Measures (AMCM), US Navy, or DoD past performance is preferred.
- Associate Degree (AA) or (BA/BS) Bachelor Degree preferred.

Submit resume, cover letter, and (3) professional references to the DMR website:

EMPLOYMENT@DMRCINC.COM

An innovative women-owned, small business that hires the highest level of technical expertise by offering professionals a competitive salary, comprehensive benefits and career growth opportunities. DMR is an Equal Opportunity Employer.
