



DMR EMPLOYMENT ~ JOB ANNOUNCEMENTS

TECHNICAL WRITER - DOCUMENTATION SPECIALIST

Writes and electronically formats technical manuals in support of Navy Training and Integrated Logistics documentation utilizing government data bases and computer aided software such as SDL Contenta S1000D, Arbortext Editor and Adobe. Performs XML coding per requirements for the technical manual conversions. Supports technical writing assistance of government engineers, technicians, or logisticians to develop or revise Interactive Electronic Training Manuals (IETMs), Depot Repair Procedures (DRP), testing documentation, parts lists, and system's changes. The Senior Documentation Specialist requires a minimum of 9 years equivalent past performance and knowledge of technical writing and graphics standards for quality assurance and documentation control within a specific format and style. Prefer applicants with relevant knowledge and direct experience supporting military projects who can effectively interface as team lead through the process of edits, draft submissions and customer reviews. Specific past performance with Naval Surface Warfare Center, Panama City (NSWC PCD) Airborne Mine Counter Measures (AMCM) or Mine Warfare (MW) is preferred.

REQUIRED QUALIFICATIONS:

- Must be U.S. Citizen
- Bachelor's Degree (B.S.) in English, Journalism, Logistics, Communications or Computer Science
- Must have minimum of 9 years technical writing and software data base management experience.
- Must have an active or documented government security clearance within last 2 years.

BASIC QUALIFICATIONS:

Candidates shall work independently to manage, maintain, develop, technical writing, revisions and testing of Interactive Electronic Technical Manuals (IETM) to meet NAVSEA, MIL-M-24784 standards.

- Build and update Interactive Electronic Technical Manuals (IETMs) using Contenta S1000D database.
- Revise Illustrated Parts List (IPL) and Information Control Numbers (ICN) for consistency.
- Implement Publication Change Directives (PCD) from Technical Manual Deficiency Evaluation Records (TMDER) for accuracy, completeness, and compliance.
- Revise technical manual drawings and graphics with Arbortext XML Editor, Adobe or ISO Draw.
- Demonstrate excellent oral and written communication skills and ability to identify technical concepts and translate revisions into clear, concise language within scheduled deliverables deadline.

Submit resume, cover letter, and (3) professional references to employment@dmrcinc.com

Full-time salary with excellent benefit package: 100% Paid Group Health/Life Insurance for Employees, 50% Paid Dependent/Family Health Insurance, 50% Paid Dental and Vision, Optional AFLAC Disability Insurance, 3% Matching IRA, 10-Federal Holidays, 15 days-Personal Time Off (PTO), Annual Performance Raise, & Bonus Program.

DMR is an Equal Opportunity Employer (EOE) hiring a diverse team members no matter the race, color, religion, sex, gender identity, sexual orientation, national origin, and disability, or veteran status, as protected by federal, state or local laws.