



JUNIOR TECHNICAL WRITER

Job Responsibilities

- Fully participates in and support the Fulcrum Concepts Quality Management System
- Under supervision, develops, writes, and edits material for reports, manuals, briefs, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, installation, operation, and maintenance of defense and aerospace products; reports to Senior Technical Writer, Team Lead
- Technical writing duties include researching, documenting, and developing detailed procedures to include operating, maintenance, troubleshooting, fault isolation, checklists, technical specifications, field service bulletins, training materials, and other procedures for FAA and/or USG/Prime customers
- As directed, gathers usability feedback from customers, designers, and manufacturers; researches a variety of assigned topics and develops writing plans and outlines
- Interfaces with subject matter experts as needed in the publication of various types of documents such as technical manuals, orders, specifications, modification work orders, test plans, procedures, and results, reports, plans, training material, and presentations
- Identifies when illustrations, photographs, drawings, diagrams, animation, and/or charts are necessary to augment text to aid the end-user
- Assists in the development of supporting materials (illustrations, tables, etc.) by sending illustration requests in a timely manner and with clearly detailed specifications
- Participates in peer reviews of technical documents for content, accuracy, and format
- Open to learning to read engineering drawings and other forms of source documentation, as well as to navigating discussions with engineers, pilots, mechanics, armament technicians, and military/civilian customers
- Open to learning S1000D Standards and the ability to implement those standards

Physical Requirements

- Ability to lift light load as necessary
- Ability to operate in a clerical, office setting, routinely using standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

Knowledge and Experience

- 0-3 years' experience as a technical writer, preferably in an aviation/defense field
- Excellent written and verbal communication skills
- Ability to comprehend, analyze, and interpret documents
- Familiarity with Microsoft Office Suite, Adobe Acrobat Pro DC, , and other applications to produce interactive electronic manuals and desktop publishing.

Give me a lever long enough, and a fulcrum on which to place it, and I shall move the world - Archimedes



804.785.1017
804.785.1081 [fax]



FulcrumConceptsLLC.com
info@FulcrumConceptsLLC.com



1776 Patriot Way
Mattaponi VA 23110

Additional Skills That Are Not Required but Beneficial Include:

- Comfortable training and being mentored by more senior tech writers. Able to handle constructive criticism without offense
- Knowledge of applicable military standards, specifications, and test practices, such as MIL-STD-40051, MIL-STD 3031A, and S1000D
- Willingness to learn XML language and how to use XML authoring software; Experience with XML authoring as it applies to above standards and IETMs is desired but not required
- Familiarity with, Solidworks Composer, Adobe Suite, ArborText XML Editor (or comparable), and other applications beneficial but not required

Education

- Bachelor's degree in writing, publishing, or engineering related field preferred, OR associate degree or equivalent with 2 years technical writing experience
- Willingness to gain a technical understanding of aviation and armament technology; previous technical experience preferred
- Ability to work in a dynamic environment with emphasis on flexibility

Benefits include:

- 401(k) Safe Harbor Savings Plan
- Medical, Dental, and Vision Insurance Plans
- Short and Long Term and Disability
- Vacation and Sick Leave Packages
- 13 Paid Holidays each year
- ~~9/80 Work Schedule~~

The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.

Fulcrum Concepts, LLC is a service disabled, veteran-owned, small business that provides innovative services and products to solve requirements for its customers. Fulcrum Concepts, LLC specializes in solutions for tactical aviation organizations and is structured to provide comprehensive solutions that begin with an initial requirement and end with fielded products. At Fulcrum Concepts, the unique combination of operational experience and a robust aerospace engineering capability enable the company to provide elegant, lightweight, enduring solutions for its customers.

Fulcrum Concepts, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or veteran status. In addition to federal law requirements, Fulcrum Concepts, LLC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

