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Technical Writer

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients is seeking a Technical Writer. This position will be located at Ft. Belvoir, VA.

Required Skills:

- Write and/or edit technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements.
- Develop outlines and drafts for review and approval by technical specialists and IT project management ensuring that final documents meet applicable contract requirements and regulations.
- Research and gather technical and background information for inclusion in project documentation and deliverables.
- Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables

Qualifications:

TS/SCI Clearance required

- BS or equivalent
- Experience: 10-12 Years

Responsibilities:

- Serve as the efficient central POC for editing and CM control of all technical documents required by INSCOM; provide final error-free drafts for government approval; conduct technical research as needed to fill gaps in documentation; conduct surveys and consult with relevant POCs or information sources to finish project deliverables.