

TECHNICAL WRITER I

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

Interfaces with technical professionals in the writing, editing, and publication of various types of documents such as specifications, manuals, reports, plans, training materials, and presentations. Researches a wide variety of assigned topics and develop writing plans and outlines. Assists in the development of supporting materials (illustrations, tables, etc.). Provides quality assurance check for all document deliverables. Advises, manages and mentors personnel assigned to technical documentation function.

1. Updating existing documentation for both user groups (new and existing customers).
2. Create illustrations, graphs, charts and other media for materials, as needed.
3. Develop content that is consistent with company branding and style guidelines.
4. Consistently meet program and quality objectives for technical orders.
5. Work with developers to produce quality documentation and training materials.
6. Under general direction, write technical copy for various type of documents for a program/project of similar complexity.
7. Revise documents according to internal specifications and client feedback.
8. Build presentations and project documentation as requested using government furnished software.
9. Update spreadsheet daily on the status of workflow products.
10. Lead proposal development efforts, working closely with a capture manager.
11. Prepare and maintain operations documentation, user guide and manuals and technical publications.
12. The Writer will develop outlines and drafts for review and approval by technical specialists and project management.

Required Qualifications:

- Bachelor's degree in English/Journalism or a related field and at least 3 years of job-related experience or equivalent.
- Excellent written communication skills; working knowledge of word-processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required.

- Position may require travel.
- Position may require the ability to pass and maintain a Security Clearance.
- Bachelor's or Graduate's Degree in business, computer science, engineering or information systems, or equivalent experience.
- Advanced writing and editing skills.
- Experienced with user documentation.
- Quick learner who pays careful attention to detail.
- Able to work in an environment using cloud systems.
- Demonstrates excellent leadership and collaboration abilities, along with solid time management and problem solving skills.
- Experience working to DoD, the National Guard Bureau, and the VA, preferred.
- **PREFERRED:** The candidate shall have an active Secret security clearance at the time of hire and throughout the life of the contract.

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays