

JOB TITLE: Technical Writer Junior**Job ID:****Job Location:** Contractor location**Job Category:** Engineering

Athena Technology Group, Inc. is a Service Disabled Veteran Owned Small Business (SDVOSB) focused on Information Technology and Communications consulting, system engineering, integration, deployment and operation of state of the art command and control and information systems that deliver critical network centric solution to the warfighter. With a proven track record of technical support to our customers, we are looking for innovative industry professionals to join our team. Please contact Richard Volz (703 489-8263) at info@athenatechgrp.com

Roles and Responsibilities: ATG is currently seeking a Junior Technical Writer to fill one full-time role in its Washington, DC metro area office. This position will support the Department of Veterans Affairs (VA), Veterans Experience Office (EVO), Multi-Channel Technologies' (MCT) Customer Information Services (CIS) Division. The Technical Writer must have experience writing, editing, publishing reports and technical documents. Strong experience with computer based systems. Gathers, analyzes and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Specific and additional tasks include:

- Gathers, analyzes and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc.
- Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents
- Conducts research and ensures the use of proper technical terminology
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- Perform quality checks on deliverables prepared by the team
- Review the deliverables against client's and company's content, format and quality standards

Soft Skill Requirements:

- Strong verbal and written communication skills
- Organized with strong attention to detail and quality
- Self-motivated with an ability to think on ones feet
- Eager to learn and self-sufficient

Qualification and Education Requirements:

- Bachelor's (BA/BS) Degree.
- Minimum 4 years of experience supporting Technical Writing
- Proficient in Microsoft Tools Suite (Word, PowerPoint, Excel)
- Experience writing, editing, publishing reports and technical document
- Strong experience with computer based systems
- Technical writing and deliverables development within the VA or for Federal clients
- Ability to obtain a NACI clearance.