

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. (FWI), with headquarters located in Arlington, Virginia and offices in San Diego, California; Norfolk, Virginia; and Charleston, South Carolina, is a veteran, woman-owned, small business management and technology consulting firm specializing in systems engineering, program and project management, process management, cyber security, and Information Assurance (IA). We support the total lifecycle of Information Technology systems and applications.

We have an immediate opening for a **Senior Technical Writer** who knows their way around the Support Services environment. If you want to be part of a dynamic team and want to provide yourself with a daily challenge, this job is for you.

Job Location: DC Metro Area, Norfolk, San Diego, or Charleston

Purpose of Position/Major Duties:

The Senior Technical Writer will perform the following duties:

- Schedule, plan, write, and edit technical documentation.
- Must have an extensive of the Department of Defense Acquisition process
- Independently creating, assimilating, and conveying technical materials into a concise and effective manner and ensuring that the purpose, context, and document design meets the applicable standards and formatting conventions of DoD and Federal Acquisition Regulations.
- Support the engineering effort required to prepare and assure that the detailed technical data documentation in support of systems development.

Experience:

Eight (8) years of experience in relevant technical field, to include: writing/editing technical documentation, procedures and guidelines for complex systems. NMC1 experience needed for this effort

Education and Qualifications

- AA or BA degree in English, Journalism, or Technical Writing.
- Have or be capable of obtaining a secret clearance

Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

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