

Technical Writers

Apogee Worx LLC is hiring several Technical Writers. The ideal senior candidate will have 10 years or more experience writing and editing Air Force Technical Orders to lead a team of 3-5. Other candidates will need to have 3+ years of technical writing experience. As part of these positions, you will get hands-on aircraft experience and expertise.

Apogee Worx LLC is a growing aerospace business delivering leading edge solutions to the military and para-military aviation markets. We are looking for individuals that will thrive in a challenging project-based environment with a charter of providing state of the art capabilities to legacy aircraft. This position is dependent upon a contract award estimated for May 2022.

Responsibilities include:

- Ability to prepare, review and edit technical documents to ensure the logical development of ideas and concepts, grammatical correctness, appropriate tone, consistency in style and format, and conformance with policies and procedures.
- Writes, rewrites, and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications.
- Prepares illustrative materials, selecting drawings, sketches, diagrams, and charts.
- Conducts quality review of materials.
- Distill complex, technical topics and turn them into easy-to-understand documentation.
- Work with stakeholders to understand documentation needs and priorities.
- Work with engineers to gain in-depth understanding of protocol and product intricacies.
- Ability to synthesize complex analyses into easy-to-understand language for a non-technical audience and to convey analysis and information orally through briefings, consultations, and other presentations.
- Ability to engage customers in business initiatives, resolve problems for customers, gain intelligence concerning customer acquisition plans, maintain and enhance technical knowledge and skills, and represent the program during customer outreach contacts.
- Skill in making formal presentations to present team findings.

Basic Qualifications:

- Must be able to read and interpret complex engineering drawings, specifications, and system description documents.
- Strong written and oral communication skills, including ability to write clearly, logically, and concisely and communicate effectively verbally and in writing.
- Experience in Microsoft Word, MS excel, and PowerPoint.
- Bachelor's degree or equivalent experience in English, Technical Writing, or related field
- 2-5 years' experience working as a Technical Writer or in related job role.
- Strong Technical aptitude- ability to quickly learn new concepts and tools.
- Must be a US Citizen. Must have the ability to obtain a Secret clearance. A current Secret clearance is a plus.

Desired Skills:

- Experience with Siemens PLM, Teamcenter and NX
- Experience with USAF Technical Order system (TO 00-5-1).
- Experience with USAF Technical Order acquisition (TO 00-5-3).
- At least 5 years' experience in an electronic/avionic field, aircraft structure, or in a Department of Defense (DoD) maintenance background.

Apogee Worx offers competitive salary and an extensive benefit package including:

- 401(k) with 3% company contribution
- Health insurance
- Health savings account
- Dental insurance
- Vision insurance
- Life insurance
- Accident insurance
- Paid time off
- Semi-flexible work hours
- 10 Federal paid holidays per year