



15484 N 1350 E, Odon, IN 47562
Ph: 812.863.4455 · Fax: 812.863.4458

Title Technical Writer II

Department Information Technology

Work Location NSWC Crane & Contractor Site

Exempt Status (Y or N) N Position Status (FT/PT/Permanent/Temporary) FT

Company Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Valor Inc is an Equal Opportunity Employer and provides a Zero Tolerance Drug Free Workplace
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- To ensure the proper procedures are in place for provision of the daily safety and well being of the employees, customers and equipment.

Position purpose

The position of the Technical Writer II is to provide technical writing support preparing instructions, procedures and other technical documents for Government Contracts, ensuring that all related operations are documented by researching, creating and writing documents for administrative/information technology, and technical processes. Position is for internal and external requirements.

Responsibilities/Duties/Functions/Tasks

Incumbent is a Technical Writer providing skills for generating and formatting of procedures and documentation. Incumbent gathers technical data and data flow as required and formats the information to meet required outlines Structures and formats. Incumbent forwards documents for review and input, incorporates necessary changes, readies the document for final approval. Data gathering may require communicating and interfacing with Government customers, vendors, designers and manufactures.

Incumbent promotes professionalism and communicates regularly with Customers, Subordinates and Management Team in completing tasks. Communication can be written or oral, but is clear, accurate and complete.

Incumbent must have the ability to perform duties as assigned with little or no supervision or direction.

Qualifications

High School Diploma with a minimum of at least 2 years of job-related experience. Good written communication skills, working knowledge of word processing and integrated software applications, and ability to perform detail-oriented work are required.

Special Position Requirements

Must possess the ability to obtain and maintain a US Department of Defense Security Clearance. Position may require limited travel.

Preferences

College Degree.

Work Requirements

Most tasks are performed in office setting.