



Job Announcement

Position Title Technical Writer / Documentation Specialist

Department S&T – Wintersville, Ohio

Reports To Director

Company Name Katmai Support Services, LLC

FLSA Status Exempt

Pay Rate or Salary DOE

Work Schedule 40 hours per week. May be required to work overtime hours as needed to complete assignment or project. May require flexible work schedule.

Summary This position is a high visibility documentation and training development role supporting programs of Department of Defense Simulation and Training environments.

Essential Duties and Responsibilities

- Will participate in cross-functional teams in gathering and compiling source data inputs, designing, developing, and delivering documentation and training materials required for the hardware maintenance, software operation, and system administration.
 - Documents to be developed include hardware maintenance manuals, user's manuals, software installation manuals, pocket checklists, trainee guides, lesson plans, training slides, and other related material.
 - Directly communicate with various Program Offices, engineers, Navy personnel, Government ISEAs, and other contractors to obtain information required to develop documents and training.
 - Participate in document validation/verification and In-Process Reviews, program reviews, and telecons as required.
 - Will be involved in the development and collection of performance metrics for monthly reporting and for use in developing/improving the documentation process.
 - The applicant must hold or be able to obtain a DoD Secret Clearance.
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Experience Requirements

- Candidate must be a high intermediate to expert user with MS Office applications specifically MS Word templates and styles.
- Candidate will be familiar with military documentation and training development using current DoD and NAVAIR specifications and standards.
 - Including but not limited to NAVEDTRA 130, NAVAIR 00-25-100, NAVAIR 00-25-604, MIL-STD-3001, MIL-STD-38784, and MIL-STD-24784.
- Candidate must be able to analyze software and hardware in order to develop documentation and training materials.
- The ability to work independently with limited guidance yet still function as a member of a team is critical.



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Educational Qualifications

- Bachelor’s or higher degree from an accredited university or college, which includes courses in accounting, business, and management, is required.
- Four (4) years of experience directly related to the tasks to be accomplished can be substituted for four (4) years of the education requirements.

Supervisory Responsibilities

None

Physical Demands

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing and seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus; occasional walking or standing, occasional lifting of up to 30 lbs. It is Katmai’s business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

Work Environment

Work is performed in a professional office setting including the normal office equipment (computer, fax machines, copier) and with a wide variety of people in differing functions, personalities and abilities.

Preference Statement

Equal Opportunity Employer, F/M/D/V; Preference will be given to Ouzinkie shareholders in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2003-2(i).

To Apply

To apply submit application and resume via e-mail to jobs@katmaicorp.com or via fax to (907) 565-2263. Application may be obtained at www.katmaicorp.com/careers.