



E&M Technologies
4465 Northpark Drive
Suite 304
Colorado Springs, CO 80907

POSITION: Document Specialist, Intermediate
Work Location: Charlottesville, Virginia or Reston, VA
Required Clearance: Top Secret/SCI

E&M Technologies, Inc is seeking a **Document Specialist** to support a Federal government client.

Position Requirements:

- 5 or more years Document Management experience within the Department of Defense
- Experience with software development process and documentation
- Experience with DoD Authorization & Accreditation processes
- Experience developing detailed training materials and training aids for IT tools

Additional Qualifications:

- Experience working with Intelligence Community customers desired but not required

Required Experience/Education

- Bachelor's level degree.

E&M Technologies offers competitive salaries, medical benefits, and a 401k plan.

To Apply for this Position:

You must have the Required Qualifications in your resume to be selected as a candidate.

Send your resume to [**emtech@eandmtech.com**](mailto:emtech@eandmtech.com)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class. U.S. Citizenship is required for most positions.