



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

POSITION: Supervisory Technical Writer

Work Location: Remote with occasional travel to Government Facilities in Virginia Beach, VA

Required Clearance: Secret

E&M Technologies, Inc is seeking **Supervisory Technical Writers** to support a Navy Surface Warfare Center program for the development of a 3-D training environment for maintenance tasks on shipboard systems. Majority of the work will be remote with occasional travel to contractor and government facilities. E&M Technologies offers competitive salaries, medical benefits, and 401k plan.

Position Requirements: Develops, writes, and edits material for reports, manuals, briefs, proposals, instructions books, catalogs and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Acts as supervisor to other Technical Writers. Observes production, developmental, and experimental activities to determine operating procedure and detail. Coordinates with production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.

Additional Qualifications:

- Experience planning, developing, organizing, writing and editing operational procedures and manuals for DoD programs
- Experience with the production of electronic documentation in addition to hard copy manuals

Required Experience/Education:

- College Degree or 5 years' experience as a technical writer for DoD programs

Preferred Qualifications:

- Specialize in writing material regarding work methods and procedures.

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.