

Technical Editor and Writer

Requisition ID: CYN004

Business Sector: Information Systems

Location: United States-Phoenix, AZ.

US Citizenship Required for this Position: Yes

Relocation Assistance: No relocation assistance available

Clearance Type: None

Description

A new world of opportunity exists at Cynature Networking & Consulting Inc. Cynature's Information Systems sector is seeking a Technical Editor & Writer to join our team of qualified, diverse individuals in defining the future. This position will be located in Phoenix, AZ.

Roles and Responsibilities:

- Assist in writing and creating informational business materials such as, but not limited to, operations and maintenance manuals, user guides, instructional guides, implementation guides, reports and other program related documents as assigned
- Collecting and organizing complex technical, management and administrative information required for preparation of documents
- Develop and integrate graphics into deliverable documents as required
- Analyze and proofread materials in terms of grammatical correctness, conciseness, structure, clarity of expression, conformity to required style, organization, presentation, and technical accuracy.

Qualifications

Minimum Qualifications:

To be considered for this position, you must minimally meet the knowledge, skills, and abilities listed below:

- Bachelors Degree
- 6+ years of writing experience
- Experience creating business and technical documents.
- Experience collecting data from subject matter experts.
- Experience working on cross functional teams.
- Proven ability to work on several projects simultaneously.

Preferred Qualifications:

Candidates with these desired skills will be given preferential consideration:

- Masters Degree in English or Art
- Technical Writer Certification
- Prior experience working with the CDC as a writer/editor

Cynature Networking & Consulting Inc is an information technology firm that provides management and engineering services to government entities. Cynature is a specialized firm that provides services and support in Information Assurance (IA), Security Engineering, Network Intrusion Detection/Prevention Systems, Monitoring and Analysis, Research and Development in Information Security.

Cynature Networking & Consulting Inc. is an Equal Opportunity Employer committed to hiring and retaining a diverse workforce. U.S. Citizenship is required for most positions.