

Position Title: **Technical Writer/Editor 1**

Status: Permanent

Location: Charleston, S.C.

Modus21 is a Charleston, South Carolina based business and technology consulting firm specializing in solving complex business problems for global business and government clients. Our philosophy is simple – provide value to our clients through the ability to streamline, measure, and improve their business processes via business intelligence and business architecture. Our expertise has proven highly successful in helping organizations recognize greater value by aligning their strategy and objectives to technology and execution.

What we are looking for in a successful candidate:

You have a strong set of **consulting skills** and demonstrated leadership among clients and within your project team. You are a **team player**. You value collaboration and promote positive relationships with team members. You strive to lift the skillset and level of yourself and those around you. You will serve as a Technical Writer supporting Network and Engineering Operations with respect to the unclassified and classified Research, Development, Testing and Engineering Enterprise Network.

Responsibilities:

- Plan, develop, organize, write and edit operational procedures and manuals
- Research, develop and document technical design specifications and test scripts - Produce electronic documentation in addition to hard copy manuals
- Maintain a comprehensive library of technical terminology and documentation
- Analyze documents to maintain continuity of style of content - Manage updates and revisions to technical literature
- Determine the needs of end users of technical documentation
- Study product samples and talk with product designers and developers
- Work with technical staff to make products easier to use and thus need fewer instructions
- Organize and write supporting documents for products
- Use photographs, drawings, diagrams, animation, and charts that increase users' understanding
- Select appropriate medium for message or audience, such as manuals or online videos
- Standardize content across platforms and media
- Revise documents as new issues arise
- Communicate and collaborate with both internal and external customers (i.e., developers, project managers and subject matter experts) to analyze information and requirements in order to deliver the required / associated process / technical specifications
- Evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding and distinguish user requests from the underlying true needs
- Ability to engage in multiple projects / efforts simultaneously

Requirements/Experience:

- BA English, Journalism, Business or Technical Writing
- Three (3) years of experience in relevant technical field, to include: writing technical documentation, procedures and guidelines for C5ISR systems or equipment
- Strong analytical and project / product management skills
- Strong collaboration, interpersonal and organizational skills
- Exceptional verbal, written and presentation skills
- Must be a US citizen and hold or be able to obtain a Department of Defense (DoD) Secret Security Clearance