



## Technical Writer

JDA is seeking Technical Writers with Adobe FrameMaker and aviation industry experience to work as a project team member and bring clarity and consistency to documents through accurate and concise writing and effective use of document format. The Technical Writer will write, revise, organize, plan, summarize, edit and proofread publications associated with Airports, Air Carriers or Repair Stations. The publications include but are not limited to Airport Certification Manuals, General Operations Manuals, General Maintenance Manuals, Safety Management System Manuals, Component Overhaul Manuals and other manuals traditionally required and maintained Certificate holders.

### **The job responsibilities of the Technical Writer include but are not limited to:**

- Creating manuals and documents based on pertinent operational, safety and technical information by the certification project team and client subject matter experts.
- Communicating effectively with project team and client staff and managing document version control.
- Interface with the project team to acquire source material for documents.
- Research, write and produce documents using client source material other source documents;
- Complete final review and QC with project team leader; make timely revisions and corrections until the final product has been accepted/approved by client and FAA.

### **Requirements:**

- FrameMaker v7.2 or above
- Understand pertinent Federal Aviation Regulations and Policies associated with Airports, Air Carriers and Repair Stations.
- The ability to work in a team environment.
- 2+ Years in aerospace technical writing.
- Ability to travel and work onsite with client.

### **Skills:**

- Be able to interact with team members to gather, compile and document required information;
- Proficient at operating a Windows based computer system to include managing computer files, operating MS Word®, MS Excel®, MS Power Point®, MS Outlook®, and use of the internet for technical research.
- Strong written and oral communication skills
- Highly motivated self-starter who can work with minimal supervision.
- Must have attention to detail and meet deadlines in a fast paced environment;
- Must have strong organizational skills and keep track of document and project details;

Consideration will be given for an offsite/virtual employee. JDA offers a competitive salary and benefits package and is an equal opportunity employer. Qualifies candidates may reply to [mrioux@jdasolutions.aero](mailto:mrioux@jdasolutions.aero).