

**Job Title:** Technical Writer/Editor

## **COMPANY PROFILE**

NikSoft Systems Corporation is a recognized Information Technology solutions provider. Founded in 1998 and based in Reston, Virginia, NikSoft is a CMMI Level 3 Certified company with an established reputation for excellence and on-time delivery with a consistently high customer satisfaction rating from its Federal Government and private consulting contracts.

## **JOB DESCRIPTION**

We are seeking full-time Technical Writer/Editor candidates to support a contract for a Federal Banking Regulatory Agency located in Arlington, VA. **US Citizenship is required for this position.**

## **JOB DUTIES**

- Assists in collecting and organizing information required for preparation of deliverables.
- Ensures the use of proper technical terminology.
- Performs technical writing, proofreading, and integration of computer-based material to produce document deliverables.
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

## **REQUIRED SKILLS AND EXPERIENCE**

- **Bachelor's Degree in Business Administration or related field strongly preferred with 3+ years relevant experience or 5+ years experience as a Technical Writer.**
- **Must have or be able to obtain a public trust/clearance.**
- Has knowledge and skills in technical documentation and presentation techniques, to include technical writing, technical proofreading, and technical editing.
- Demonstrates excellent command and articulation of the English language: **has superior grammatical skills.**

## **BENEFITS**

- NikSoft's competitive benefits program includes comprehensive medical and dental care, 401K, paid time off, flexible spending accounts, disability coverage, and other benefits that help provide financial protection for you and your family.
- NikSoft is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to

race, color, religion, sex, national origin, age, disability, veteran status, marital status, or sexual orientation. For more information about our other openings, please visit [www.niksoft.com](http://www.niksoft.com).

## HOW TO APPLY

- If you are interested in applying for this position, please send your *tailored* resume to [jobs@niksoft.com](mailto:jobs@niksoft.com)