



TDG Inc. is a Service Disabled Veteran Owned Small Business (SDVOSB) headquartered in Warrenton, VA serving the Federal government with IT Support Services. TDG currently has an opening for a Technical Writer – Level I to support one of our clients. TDG is an equal opportunity employer. www.tdginc.com

Technical Writer – Level I

What you'll get to do as Technical Writer – Level I at TDG:

- Assist in writing and/or editing technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements.
- Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations.
- Research and gather technical and background information for inclusion in project documentation and deliverables.
- Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables.

Job Pre-requisites and Required Qualifications:

- **Mandatory:**
 - Must be capable of attaining Government Security Clearance NACL (“Public Trust”).
 - Minimum Experience: Three years.
 - Education: Bachelors Degree
- **Desired:**
 - A current Government issued CAC. Not Mandatory but helpful in fulfilling the urgency of the requirement.
 - Experience with NIST security publications

Place and Method of Work Performance:

- Candidate will be working 100% remote.
- Candidate will be required to attend virtual meetings utilizing Microsoft Teams.
- Candidate may be required to travel periodically for meetings and/or to obtain and provision appropriate GFE and/or PIV Cards.

This position is a highly visible position interacting with a major Federal Government client at a high level. Communication and writing skills are of paramount importance and the ability to work independent of supervision is critical.

Full Time Position

Salary Range: \$55,000 - \$65,000