



Ridgetop Group, Inc.
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Job Description Senior Technical Writer

Duties and Responsibilities

The Senior Technical Writer prepares and maintains documentation pertaining to the company's semiconductor and aerospace products consisting of hardware, firmware, and software elements. The tech writer develops content using an existing documentation methodology and framework, and maintains proper methodology for purposes of consistency and efficiency. The range of documents to be written is broad, including proposal development & submission, marketing literature, commercial product user documentation, and progress reports for government contracts. The tech writer will occasionally develop or improve graphics, or assign the work to an outside graphic artist and coordinate the review cycle.

The tech writer should be familiar with technical communication concepts, practices, and procedures. A wide degree of creativity, flexibility, and latitude is expected.

Requirements and Qualifications

- Bachelor's degree in a communication (English/Journalism) or technical discipline, or equivalent experience
- Experience as senior technical writer working with engineers and technical personnel
- Microsoft Office products proficiency (most documents are produced in Word)
- Ability to conform to company style guide and other style guides as needed

Additional Preferred Experience

- Ability to maintain MS SharePoint intranet for document management
- Ability to maintain WordPress-compatible website
- Familiarity with Adobe Design Suite CS6 (Illustrator, InDesign, PhotoShop)
- Familiarity with style guides such as AP Stylebook, Chicago Manual of Style, and Microsoft Manual of Style/Technical Publications • Ability to work directly with engineering documents – specifications, test plans, diagrams, schematics, and so on.

Work Authorization/Security Clearance

Since some of the subject matter may be sensitive, U.S. citizenship is required. The ability to obtain a DoD SECRET Security Clearance is highly desired. (Company will handle application.)

Position Type/Expected Hours of Work

Exempt. The employee must maintain work hours of Monday through Friday, 8 a.m. to 5 p.m.

Benefits and Compensation

The Company offers a competitive salary and comprehensive benefits program, including health insurance and an employer match to retirement fund.

Compensation is DOE.

Job Location

Corporate Headquarters, Tucson, Arizona