Title: Technical Writer

Position Description

JetCo Solutions is seeking a full time Technical Writer capable of conducting literature reviews, writing scientific journal papers, and providing programmatic management support. This position requires excellent customer service skills as it involves working closely with clients and team members to research and develop articles for journals, proposals and awards. This is a full-time position, located in Warren, Michigan. Tasks include:

1. Support management process for internally funded programs (ILIR and Innovation Programs) from program announcement, through selection process, to assembling final reports.
2. Write the office monthly reports for upper leadership
3. Write award nominations, business letters, minutes
4. Track research related organizational metrics; PhDs, awards, publications, citations, patents, etc.
5. Draft oral presentations and written technical documentation.
6. Provide subject matter expertise and lead research studies, analyze results, generate recommendations and draft supporting documentation.
7. Provide collaborative research perspective for three scientific journals, including evaluation of submitted manuscripts and reviewer assignments.
8. Conduct data collection on a full range of scientific and business group topics and document results.
9. Facilitate research efforts between Chief Scientist and other Senior Technical Experts (Government and Non Government) to advance scientific research.
10. Conduct research on topics related to military ground vehicles and write papers for publication.
11. Coordinate efforts of Staff, including soliciting proposals, reviewing proposals and submitting award nominations.
12. Support OCS led NATO projects as technical writer, and overall coordinator of meetings and event activities. Serve as project manager for projects with many international team members. Organize meetings; write minutes; help members with issues. Edit/write large final reports and usher through approval and release system

Set of Requirements
1. B.S. in Science, Technology, Engineering, or Mathematical area required, Ph.D. preferred
2. Strong writing and literature review / sourcing skills; demonstrated 5 years experience in writing technical documents and scientific journal articles.
3. Strong organizational skills. Demonstrated proficiency in time and project management
4. Ability to work with scientific staff; good interpersonal skills
5. Be a motivated self-starter and an enthusiastic team player responsive to the dynamic needs of the customer. Capable of working under stress and balancing multiple tasks in a changing environment
6. Good decision-making skills to resolve issues and present recommendations to clients at all levels
7. Good computer skills: Internet, MS Office products, and Adobe Suite

8. Available for occasional travel; international travel possible
9. Ability to obtain a DoD security clearance; Active clearance a plus
10. Flexible work location but minimum several times a month at GVSC
11. Flexible time (full/part time) but minimum 30h/week

To apply for this position, email your resume to Jon Tellier at jtellier@jetcosolutions.com. Please put "Technical Writer Application" in the subject line.