



5840 Allin Road, Suite B  
PO Box 271  
Prince George, VA 23875  
Phone: (804) 733-0933  
Fax: (804) 733-5560  
Visit us on the web: [www.jlmiva.com](http://www.jlmiva.com)

**JOB TITLE:** *Technical Writer/Editor*

**JOB LOCATION:** Prince George, VA

**KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:**

- A high school graduate or General Equivalency Diploma (GED)
- Knowledge of proposal writing a plus
- Rated Expert in Microsoft Word, PowerPoint, and Excel
- Strong analytical skills
- Superior written and oral communications skills
- Computer literate with strong organizational skills and ability to effectively communicate
- Ability to multi-task
- Ability to work well both on a team and alone
- Ability to work across all levels of the organization

**POSITION RESPONSIBILITIES:**

- Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style and terminology.
- Maintain records and files of work and revisions.
- Edit, standardize, or make changes to material prepared by other writers or establishment personnel.
- Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.
- Select photographs, drawings, sketches, diagrams, and charts to illustrate material.
- Arrange for typing, duplication, and distribution of material.
- Assist in laying out material for publication.
- Attend meetings and conferences as required.
- Prepare documents using Microsoft Office products as well as other software when required.
- Serve as an intricate part of the Proposal team
- Search for business opportunities online (E-pipeline, FedBizOpps, E-Buy, etc.)
- Prepare, review and make recommended changes to Non-Disclosure Agreements (NDA) and Teaming Agreements (TA)
- Prepare proposals, gather and format information, write drafts, consolidate and incorporate contributor input and ensure compliance with solicitation requirements.
- Develop and maintain processes and procedures

**SALARY/BENEFITS:**

Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.

**JLMI is an equal employment opportunity employer  
EOE/M/F/D/V**



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**CONTACT INFORMATION:**

Please Submit Resumes to [Recruiting@JLMIVA.COM](mailto:Recruiting@JLMIVA.COM); POC: Janet Castrinos; Phone: (804)733-0933; Fax: (804)733-0935. If you wish to learn more about JLMI, visit our website at ([www.jlmiva.com](http://www.jlmiva.com)).