



QUANTUM IMPROVEMENTS CONSULTING

Job Description

Title: Technical Writer

Type: Independent Contractor

Purpose:

Quantum Improvements Consulting (QIC) is a dynamic and innovative services company dedicated to creating cutting-edge human performance support solutions that revolutionize the way people train. We are seeking a detail-oriented and proactive Technical Writer to join our team as an independent contractor. In this role, you will work closely with product managers, developers, and designers to document the features and functions of our software products. Your work will play a crucial role in ensuring that our stakeholders have clear, concise, and accurate documentation to guide the development and use of our software products.

Contract Details:

- Anticipated Workload: ~40 hours/week
- Duration: 3-6 months
- Location: QIC's offices in Orlando, FL (remote applicants will be considered)
- Rate: ~\$37/hr

Duties and Responsibilities:

- Collaborate with the product and development teams to gather detailed information about the mobile application's features and functionality.
- Create and maintain a comprehensive Functional Specification Document that outlines app features, workflows, and technical requirements.
- Develop user-friendly guides, FAQs, and step-by-step instructions for internal and external stakeholders.
- Ensure documentation is consistent, clear, and adheres to company standards.
- Update and revise documentation as features and functionalities evolve during the app development lifecycle.
- Collaborate with subject matter experts to clarify technical details.
- Assist in organizing and maintaining a centralized repository for all documentation.

Qualifications:

- U.S. Citizen.
- Currently pursuing or recently completed a degree in Technical Writing, Communications, Computer Science, or a related field.
- Excellent written and verbal communication skills, with a keen eye for detail and accuracy.

- Basic understanding of mobile application development or willingness to learn technical concepts quickly.
- Proficient in documentation tools such as Microsoft Word and Confluence.
- Familiarity with flowchart or diagramming tools (e.g., Visio or Figma) is a plus.
- Ability to work collaboratively in a fast-paced, team-oriented environment.
- Strong organizational and time-management skills.

Work Environment:

This position does not require physical activities beyond a typical office environment. It does require computer use, web-based video communications (e.g. MS Teams, Zoom, Skype, Google Hangouts), and telephone use.

Travel:

None.

Security Clearance:

All employees must have or be capable of acquiring a Secret DoD security clearance. Guidelines indicating those items that may prevent you from obtaining a security clearance can be found here: <http://www.fas.org/sgp/isoo/guidelines.html>.