



TECHNICAL WRITER II

PIC Specialists ("PIC") is an established and distinguished Professional Aerospace Program Management and Engineering Service Organization located in Dallas, Texas, USA. The PIC brand is about seamless integration, serving a wide range of aerospace entities - from Major airlines and operators to MROs and small-to-midsize OEMs - PIC represents a unique blend of innovative problem-solving and actionable resources.

As part of our organization's strategic growth plan, PIC is setting up a Program and Engineering Support Office to be in Pretoria, South Africa. Since this Satellite Office will form a key element in the service solutions PIC offers its customers, it is detrimental that we employ individuals who bring specific skill sets to join this new team.

We are seeking multiple Technical Writers II to support and assists the team with authoring, revising maintaining and publishing of Illustrated Parts Catalogues, Component Maintenance Manuals, Overhaul Manuals, Service Bulletins, Service Letters, Work/Task Cards, and other various ATA (Air Transport Association) documents used in commercial aviation maintenance.

Technical Writers II are responsible for facilitating documentation to develop and maintain updates to support evolving operation of customers in accordance with business requirements, policies and procedures maintaining the highest level of compliance and safety.

Responsibilities:

- Create, revise, and maintain technical data or task cards.
- Ensure accuracy and compliance of all writing and editing of technical data, including the detailed and numeric parts lists.
- Read and interpret engineering drawings, test reports, and vendor data for inclusion in technical manuals.
- Manage document control of all technical data as required for customers.
- Distribute technical data internally/external to maintenance centers and airlines.
- Work closely with the Engineering department to understand program activities that affect maintenance documentation.
- Incorporate Engineering redlines into existing documents and maintenance manuals.
- Drive the timely development of product documentation, coordinate with subject matter experts to actively seek out technical information and inputs to ensure accuracy.
- Remain current on new developments in technical writing, editing, and publishing including technological enhancements which may affect the technical publications.
- Ensuring clarity, completeness, grammar, and consistency between documents.
- Assist in the development of solutions to resolve technical challenges.
- Continuous improvement of departmental standard operating procedures and
- Optimize order of operations and assembly sequence to maximize efficiency and reduce the probability of technician error.
- Perform additional duties as required/assigned by the Manager.



Required Qualifications:

- Bachelor's Degree or equivalent combination of education and relevant aviation experience.
- An A&P license and 4 years of related aircraft experience in addition to four (4) years technical publications experience may offset the degree.
- Minimum of 2-4 years technical writing/Task card experience within the Aviation industry using industry standards to develop/revise technical documents in word processing applications.
- Strong attention to detail and intolerance for errors.
- Computer skills including Microsoft XML, Microsoft Office Suite (Word, Excel, Outlook), and proficiency with Adobe Acrobat and 2D/3D graphic image and editing software. Experience with 3-D data is desired.

Additional Knowledge, Skills, Abilities:

- Ability to interpret and transform engineering data into user-friendly maintenance instructions.
- Extensive knowledge and understanding of ATA requirements for technical publications and use of ATA compliant publications in the commercial aviation industry.
- Excellent oral, written communications skills and collaboration is expected.
- Strong critical thinking skills to find solutions and drive continuous improvement.
- Positive attitude and ability to work independently with minimal supervision.
- Ability to multitask and set priorities to manage multiple projects to balance work within the group while remaining flexible to changing requirements and deadlines.
- Valid South Africa Drivers' License.
- Supervisory experience is a plus.
- CAD experience is a plus.

Salary and Benefits:

Job Type: Full-time

At PIC, we care deeply about the wellbeing of every employee. We strive to provide high quality employment opportunities to individuals in an improved work environment where their wide variety of skills contribute to the success of the Organization and Individual sense of meaning and understanding. Flexible benefits open to you include:

- Market competitive salary and incentive/bonus program
- Flexible working hours
- Medical Plan
- Benefit from Employee Recognition Program
- Enjoy and build a friendly and inclusive atmosphere in the workplace.
- Cooperate and exchange knowledge with world class global engineering team.