



Job Posting Notification

Position: Documentation Specialist
Position Location: Charlottesville, Virginia
Reports to: Director of Hardware Development
Contact: ResumesVA@vgt.net

Position Description:

The Documentation Specialist works with the Hardware Department and the Quality Assurance Department to provide technical documentation relating to VGT's electronic gaming devices (EGDs).

Position Summary:

- Provide technical analysis and documentation to all phases of the hardware development and QA processes.
- Create and edit documents to include procedures, manuals, specifications, instructions, standards, diagrams, drawings, and other technical documents.
- Provide MS Powerpoint slides and MS Excel spreadsheets as needed.
- Trouble-shoot, diagram, and research hardware.

Requirements:

- Bachelors Degree in engineering field, or equivalent experience
- 2+ years experience in technical writing.
- 2+ years experience with Visio, MS Powerpoint, MS Excel.
- Knowledge of MS Project preferred.
- Knowledge of technical systems that support business operations.
- Demonstrated ability to diagram complex processes and hardware.
- Excellent communications skills both orally and in writing.
- Must be self-motivated and driven to deliver on commitments.

Qualified and interested persons should send resume and cover letter to resumesVA@vgt.net stating the position title in the subject line.

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Bonus Referral Eligible: Level III

