

Document Production Specialist

Description

ERG is a research and consulting firm that provides a wide range of support to federal, state, and commercial clients. ERG offers multidisciplinary teams with nationally recognized skills in engineering, science, economics, public health, informational technology, and communications. We hire people with the best minds and then provide them with a vibrant and flexible environment in which to develop their careers. The qualified individual must be highly motivated with the skills to prioritize, perform, and communicate effectively in a fast-paced environment. ERG is seeking a full- or part-time document production specialist based in Arlington, Virginia (with remote possibility) to support ERG staff throughout the company. Specific duties include assisting with the preparation of technical reports in Microsoft Word, such as formatting and proofreading, as well as developing and importing complex tables and inserting figures and other graphics; developing accessible documents that comply with Section 508 of the Rehabilitation Act; maintaining organized files and tracking spreadsheets; develop and maintain project planning tools, including action item tracking spreadsheets, project calendars, and flow charts; and office management and staff support and event planning tasks as assigned.

Qualifications and Skills: Proficiency in advanced Microsoft Word functions (including styles, tables, table of contents, templates, auto numbering, and graphic boxes) Proficiency in Adobe Acrobat and PDF manipulation Working knowledge of Microsoft Excel Strong organizational and planning skills, excellent communication skills (both written and verbal), meticulous attention to detail, highly motivated, and the ability to manage and prioritize multiple tasks with limited oversight Willingness and ability to learn new software and technical skills required for planning and reporting Proficiency in Microsoft Excel, with the ability to develop and manage complex spreadsheets Experience formatting Section 508-compliant documents Working knowledge of reference management software (e.g., EndNote, Zotero)

\$21.15 – \$28.36 an hour

ERG offers competitive salaries and excellent benefits, including health and dental insurance, life insurance, long-term disability, educational benefits, FSAs, a generous 401k plan, profit sharing, an EAP, 11-20 paid vacation days per year, 10 paid holidays per year, 56 hours or more of sick leave (based on the state you work in) per year (pro-rated for part-time) and more. The salary range for all positions depends on the years and type of experience. ERG is an equal opportunity employer and complies with all applicable EEOC and affirmative action regulations. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. As such, successful candidates must be committed to working with diverse and inclusive teams. Please be aware, the only authentic corporate domain for ERG is <https://www.erg.com>. ERG may, on occasion, screen applicants via telephone or video interviews via Skype, Teams, GoToMeeting, or another type of video platform. However, any candidate extended a job offer might be asked to meet in person with an ERG employee before providing confidential personal information associated with new employment. If you are a qualified individual with a disability or a disabled veteran, you have the right to request a reasonable accommodation if you are unable or limited in your ability to use or access ERG's online application process as a result of your disability. To request accommodation, please contact Human Resources via email at Resumes-Lex@erg.com or call (781) 674-7293. As ERG is a friendly, flexible, inclusive environment and has clients who are committed to making the world a better place, ERGers are incredibly dedicated. We promote and recognize principles of fairness, equity, and social justice in the work we do, the partnerships we foster, and the culture we value both within and outside of our organization. Please mention the

Hiring organization
ERG

Job Location
Chantilly, VA

Base Salary
\$ 50000 - \$ 80000

Date posted
June 9, 2024

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Contacts

Job listing via RemoteOK.com