

# B&W Y-12 Recruiting

## *Posting Title (Same as Req Title)*

BUS Sr. Business Staff Member (Publications) 00216347

## *Posting Start Date*

01/06/2011

## *Posting End Date*

01/14/2011

## *Reference Code*

BUS Sr Bus St Mbr (Publications) 216347-E

## *Company Description*

B&W Technical Services Y-12, L.L.C., a partnership between Babcock & Wilcox Technical Services Group, Inc. and Bechtel National, Inc., operates the Y-12 National Security Complex under a prime contract with the Department of Energy's National Nuclear Security Administration (NNSA). Information about the Y-12 Complex can be found online at [www.y12.doe.gov](http://www.y12.doe.gov). The Oak Ridge and greater Knoxville, Tennessee area offers an exceptional quality of life with outstanding outdoor recreational opportunities, cultural opportunities at the University of Tennessee, a very reasonable cost of living, and some of the top secondary schools in the nation.

## *Organization/Department*

Business Services/Communications Services/Publishing

## *Responsibilities*

Writes and edits a wide range of publishing and information-related products (e.g., technical and nontechnical reports, brochures, presentations, and articles). Works with all levels of management, project leads, customers and resource areas to establish schedules and project outcomes; coordinates work of staff from other functions, including electronic publishing, graphic arts, photography, reproduction, and classification/technical information office; ensures standards and quality assurance requirements are met; and is responsible for overseeing all phases of production, including responsibility for products.

## *Requirements*

Requires a Bachelor's degree in English, Technical Communications, Journalism, or a scientific discipline with 5-10 years of related experience (Master's preferred with 3-4 years of progressive experience).

Must have in-depth knowledge of publishing standards and practices and demonstrated expertise working with technical publications; requires proficiency in desktop publishing technology and applications with experience using style guides (e.g., Chicago, AP, and standards); must have knowledge of the publishing process, including graphics, desktop publishing, and printing; must be capable of analyzing and solving complex publishing issues in presenting information; requires excellent

oral and written communications skills, strong interpersonal skills, and excellent planning and organizational skills; must possess excellent computer skills with a demonstration in desktop and publishing software.

Equivalent education or technical publications experience of 13 years or more may be considered in lieu of a degree.

The ability to obtain and maintain a Department of Energy clearance is required.

The job level will be determined based upon the education/experience of the selected candidate.

***Contract Type***

Regular

***Employment Fraction***

Full-time

B&W Y-12 is a drug-free workplace. Candidates accepting a job offer will be required to pass a pre-placement physical, drug screening and background investigation. As an employee, you must also be able to receive and maintain a security clearance from the United States Department of Energy in order to meet eligibility requirements for access to classified information or matter. All employees with a security clearance are also subject to being randomly selected for drug testing without advance notification.

Y-12 is committed to Equal Employment Opportunity for all persons.