



Nikon Precision Inc.

Company Summary:

Nikon Precision Inc. (NPI) is a leading supplier of semiconductor production and inspection equipment. Our state-of-the-art photolithography equipment is used to image submicron geometries onto various substrates for the manufacture of integrated circuits, LCD panels, and other applications. Our tools help manufacture the heart of most consumer electronics on the market today, including computer, hard drive, non-volatile memory, smartphones, GPS units, and other emerging technical products.

Position Title: Documentation Systems Specialist

Location: Portland, Oregon

Position Type: Full Time Regular

FLSA Status: Exempt

Salary Range: Posted salary range is entry level, actual compensation depends on experience

Schedule: Monday – Friday (early mornings with Japan and late afternoons with Europe) some emergency weekend work

Environment: onsite

Travel: Some Domestic and International Travel may be required

Position Overview:

The Documentation Systems Specialist provides first line of end user support for and promote the proper use of the SharePoint CMS (Content Management System, internal and external customers) and Wordbee TMS (Translation Management System) as well as manage and enhance both vendor facing and user experience perspectives. Study, maintain and promote the fundamental design concepts embodied in the company's information architecture and information systems as it pertains to content management, storage, organization, automation, production, publication, and delivery. Contribute to the definition, creation, and improvement of the same.

Job Summary:

- Provides basic admin level support for systems used for documentation production and delivery
 - Translation Management System, SharePoint Online Sites and Site Collections, Machine Translation System
 - Microsoft Office 365, Video Streaming Server, In House custom Content Management System
 - Support programs used for synchronization, Rights Management and Skills Tracking
 - Provide and manage access to documentation/knowledge information systems
- Manages workflows (translation and feedback), edits and updates/maintains basic procedures used by end users
- Creates, edits, and updates/maintains Documentation Systems Support Internal processes relevant to their work
- Collaborates with end users, system vendors, expert consultants, and IT (Information Technology) when necessary to:
 - Isolate and define system issues, develop action plans, and perform fixes for issues reported by end users
 - Develop New SharePoint apps and workflows for end users of the systems
- Maintain Integrity of the Delivery Systems through meticulous tagging and organization of the materials
 - Incorporate corporate documentation security policy into all documentation solutions

Duties & Responsibilities:

- Support and maintain existing workflow mechanisms and feedback loops
- Publish and maintain Tech Center (TC) and Customer Portal (CP) Content and maintain mechanisms to migrate documents to TC (including manual and scripted steps)

- Maintains and adjusts content management workflows as business processes mature
- Drives proliferation of document management to different functions throughout the organization.
- Performs related duties as required (e.g. assist translation, interpretation, document editing, special projects)

Job Requirements:

- Bilingual (English/Japanese) Preferred
- Familiarity in basic documentation systems administration (TMS, CMS, SharePoint)
 - CMS administration skills (e.g. SharePoint Online)
 - TMS administration skills (e.g. Wordbee, Beebox, Flashtrans)
- Basic Desktop publishing and word processing skills (e.g. MS Office 365, Windows 10).
 - Browser proficiency (e.g. IE, Edge, Firefox, Chrome)
 - Strong Database management skills
- Basic programming skills
 - Power Automate, PowerShell, Visual Basic Apps, Excel Macros, REST API

Functional/Technical Skills:

- Excellent verbal and written communication skills
- Develops customer confidence in job performance through
 - Effective communication and understanding the operation of the equipment
 - Fast response time and follow-up as required
 - Delivering solutions on time
 - Persevering until solution has been found to customers' satisfaction

Experience:

- Experience with web-based training and HTML/Website deliverables
 - Understanding and use of taxonomy, meta-tags, and metadata
 - Understanding of basic navigation concepts

Compensation and Benefits:

NPI is committed to providing a competitive total rewards package, including but not limited to:

- Competitive compensation, including:
 - Base pay
 - Annual cash bonus
 - Built-in overtime (if applicable)
 - Sign-on bonus (if applicable)
- Work/Life balance, flex/hybrid/work from home
- 401K retirement plan with employer contribution (no employee matching required!)
- Exceptional medical, dental, prescription, vision, other insurance programs
- Flexible spending accounts (FSA) for health and dependent care expenses
- Paid vacation, sick and volunteer time plus holidays
- Strong career development and plentiful training opportunities, including Tuition Assistance
- Employee events, activities, and volunteer opportunities
- Nikon product discount program
- Commitment to and support of diversity, equity, and inclusion
- Confidential Employee Assistance Program (EAP) including mental health resources and support
- Opportunities for domestic and international travel (if applicable)

Education/Vocational Training:

- Bachelor's Degree and/or Systems Admin certificate from an accredited program preferred or equivalent combination of training, education, and experience.

Other Job Requirements:

- **Export Control/ ITAR:** Due to export control and International Traffic In Arms Regulations (ITAR) requirements, in order to be eligible for NPI employment, you must be a **U.S. citizen**, have a **permanent resident status in the U.S.** (a "green card"), or a **foreign national with eligibility as defined by ITAR** (22 CFR 120.15).

Equal Employment Opportunity:

Nikon Precision Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, protected veteran status, genetic information, or any other characteristic protected by applicable law.

Privacy Notice and Consent:

Privacy Notice and Consent: Under the California Consumer Privacy Act of 2018 ("CCPA") and other applicable privacy regulations, Nikon Precision Inc. (NPI) is required to disclose whenever personal information is collected from you in certain contexts, such as to provide or receive a product or service. If you have a visual disability, you may be able to use a screen reader or other tools to review the contents of this notice. More information about NPI's Privacy Policy is available at: <https://www.nikonprecision.com/privacy/>. For CA Residents, please carefully review NPI's Supplemental CCPA Privacy Policy available at: <https://www.nikonprecision.com/privacy/caresidentsonly/>.

By clicking "apply," you authorize and give your consent for NPI to use the personal information you provided for future communications related to the recruitment and hiring process, both for current and future job openings ("Purpose"). You further certify that you are over 18 years of age. NPI may be required to provide your contact information to third parties in order to perform the above Purpose. However, NPI does not sell, rent, or lease your personal information to third parties.