HITACHI

HITACHI HIGH-TECH AMERICA, INC.

POSITION DESCRIPTION

POSITION TITLE:	Sales and Business Operations Administrator
DIVISION NAME:	Metrology and Analysis Systems Division (MAD)
REPORTS TO:	Assistant Manager, Sales and Business Operations
POSITION STATUS:	Full-Time
WORK LOCATION:	Hillsboro, OR (NCP)
WORK STYLE DESIGNATION:	**Hybrid (+50% Onsite)**
WORK STYLE REQUIREMENT:	70% Onsite / 30% Remote
FLSA STATUS:	Non-Exempt
TRAVEL REQUIRED:	5%
POSITIONS SUPERVISED:	None

POSITION SUMMARY

The Sales and Business Operations Administrator (SBOA) is responsible for booking capital equipment, upgrades/accessories, service contracts, billable service orders, and purchasing semiconductor equipment to support operations for the Semiconductor Equipment Division (SED) Sales and Service teams. The SBOA coordinates shipment with HTA's factory and handles customer commercial clearance. In addition, the SBOA is responsible for Japanese Sarbanes-Oxley (J-SOX) compliance, Ernst & Young (EY) audits, capital equipment sales recognition, and physical fixed asset reconciliations. The SBOA is also responsible for large dollar transactions.

NOTE: Indicate functions following each responsibility/requirement description
KEY: {E} Essential Functions {NE} Non-Essential Functions
('*Essential Functions' are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.)*

PRIMARY RESPONSIBILITIES

- Communicate and work closely with Sales and customer teams to ensure equipment and upgrade purchase orders are processed accurately and booked upon receipt {**E**}
- Create sales orders, purchase orders, delivery notes, and invoices {**E**}
- Responsible for providing commercial invoices to customers for custom clearing process {**E**}
- Work closely with HTA Compliance and Risk Management team for any customer requests {**E**}
- Ensure customers receive invoices in a timely manner (i.e. post/email invoice on customers' website and issue advance shipping notice (ASN)) {**E**}
- Manage all aspects of SED's service contract functions in both SAP and CRM systems
- Process deferred revenue and sales recognition entries. {**E**}
- Maintain tool warranty file to support warranty justification request and monthly recognition entry {**E**}
- Work closely with service team to provide and support billable and service contract status {**E**}
- Communicate with Hitachi High-Tech (HHT) to ensure all shipping documents are accurate {**E**}
- Assist with J-SOX and EY audit during financial audit requests (i.e. pulling samples and addressing questions) {**E**}
- Assist in monthly, quarter end, term-end, and year-end financial closings {**E**}

- Prepare basic general ledger journal entries {**E**}
- Create and update customer sales and service related reports {**E**}
- Other duties as assigned {**NE**}

EDUCATION, LICENSES, and/or CERTIFICATION REQUIREMENTS

- Bachelor's degree in Accounting, Finance, or related field (or equivalent combination of education and experience)

EXPERIENCE and TRAVEL REQUIREMENTS

- One (1) year of semiconductor capital equipment, general accounting, logistics, and/or equivalent experience in a high-tech product environment
- Experience with MTE of SAP (HTA's ERP system) and Salesforce is plus
- Approximately 5% domestic travel

SKILLS and ABILITIES REQUIREMENTS / SAFETY REQUIREMENTS

- Understand advanced business practices as they relate to shipping, receiving, accounts payable, accounts receivable, material planning, customer service, and service contracts
- Familiar with standard budget process, J-SOX, audit and monthly closing process
- Effective communication, presentation, negotiation, and problem-solving skills are required
- Basic knowledge of financial principles, procedures, and general accounting practices
- Basic knowledge of international trade compliance and customs requirements for capital goods shipments from Japan to the U.S.
- Intermediate proficiency in Microsoft Office Suite
- Strong analytical and critical thinking skills with the ability to interpret financial data and identify issues
- Ability to manage multiple priorities, meet deadlines, and work effectively in a fast-paced environment
- Strong organizational skills with attention to detail and follow-through
- Ability to exercise discretion and maintain confidentiality when handling sensitive information
- Effective verbal and written communication skills in English (Japanese a plus)
- Ability to communicate effectively with all levels of management and associates
- Ability to perform work accurately, thoroughly, and timely
- Ability to think critically and initiate change
- Ability to problem solve and be a self-starter
- Ability to effectively initiate solutions
- Ability to coordinate with different departments and groups
- Ability to work with and without supervision
- Ability to explain financial data to management
- Demonstrate a strong work ethic
- Ability to use standard office equipment such as a computer, copy/scan/fax machine, cell phone, etc.
- Ability to hear audible noises
- Must comply with all corporate safety requirements and directives
- Expected to use Personal Protective Equipment (PPE) when required

- Follow all equipment-specific safety protocols

POSITION - SAFETY RISKS AND HAZARDS

Warning: Due to the nature of the work environment, this job may require working on equipment or in work areas where electromagnetic frequencies may be present from some of the equipment (intensity may vary) which could possibly interfere with certain medical implants or devices. If you have questions, contact Human Resources.

EQUIPMENT REQUIREMENTS

- PPE appropriate to the equipment being serviced can include safety glasses, protective gloves, steel toed shoes/boots
- Computer
- Cell phone
- Tools
- Parts

PHYSICAL and MENTAL REQUIREMENTS

- Ability to view computer screens for long periods of time
- Ability to sit for long periods of time
- High use of computer keyboard and mouse

Check/Add as needed; indicate codes NOFC (see below)

Physical Abilities Lift /Carry
O____ Stand
O____ Walk
F____ Sit
N____ Handling / Fingering
O____ Reach Above Shoulder
N____ Climb or Crawl
N____ Squat or Kneel

Lifting or Moving
F____10 lbs or less
O____ 11-20 lbs
N____ 21-50 lbs
N____ 51-100 lbs
N____ Over 100 lbs

Maximum one person weight lift of no more than 50 pounds under ideal conditions. Requires at least a two-man lift or more if lifting conditions are not ideal or more than 50 pounds, unless lifting device is used that can reduce the load to a safe level.

Push / Pull
F____ 12 lbs or less
O____ 13-25 lbs.
O____ 26-40 lbs
N____ 41-100 lbs

Other:

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The above job description has been designed to indicate the general nature and level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.