



YES (Yield Engineering Systems, Inc.) is a leading manufacturer of reliable, high-tech, cost-effective capital equipment that transforms materials and surfaces at the nanoscale. From startups to the Fortune 50, our customers rely on YES to help them unleash products that change lives – from cellphones and IoT devices, to AI and virtual reality, to diagnostic tests for COVID.

As a preferred provider of wet and dry process technology, we look forward to talking with smart, energetic, team-oriented people who can grow with us. We provide competitive salary and benefits, including employee stock ownership, and some of the best co-workers you'll find anywhere. If this appeals to you, please read on!

Job Title: Document Control Coordinator/Administrator

Location: Fremont, CA

We are now looking for an energetic and resourceful Document Control Coordinator/Administrator. In this role you will work directly with Engineering, Operations, and Procurement to meet ISO-level Document Control requirements. You will interact with internal and external auditors as well as customers to ensure that regulatory and customer-required concepts regarding documentation are generated, updated, followed, and maintained.

Responsibilities include but are not limited to:

- Work with Engineers, Operations, Configuration Management and Procurement creating and modifying documents to assure document structure and alignment to YES and ISO guidelines.
- Assure changes made to documents using Arena are under revision and effectivity controls.
- Align with the Change Control Board (CCB) for documenting ECRs/ECOs, or other applicable documents.
- Limit printing and distribution of documents, so that obsolete documents are not used.
- Collect and register technical documents, such as drawings and specs, in the company's document storage and backup systems.
- Assure documents are reviewed and updated in alignment with ISO guidelines.
- Keep other personnel updated on new document versions, and how to obtain access.
- Handle records across various departments.
- Create standard templates for various document purposes.
- Maintain confidentiality regarding sensitive documents.
- Establish and maintain record retention timelines.
- Periodically, audit documents used on the assembly floor for latest revision.
- Act as the voice of Document Control during audits.
- Track and report progress on document creation and changes.

Qualifications

- Excellent communication & presentation skills (verbal and written)
- Ability to effectively facilitate the implementation of significant changes in a large organization
- Ability to build consensus across multiple organizations
- Strong customer management & communication skills

- Broad document writing and quality functional expertise.
- Proven ability to influence and provide multi-functional processes across multiple sites and various businesses
- 5+ years of experience in document control and technical writing
- Demonstrated experience in global multi-site/multi business operations.
- Bachelor's degree in Business or Engineering, equivalent technical field preferred
- Ability to travel up to 15% **required**
- Semiconductor manufacturing experience
- Demonstrated experience with implementing/maintaining ISO certification standards required

Compensation

- The base salary range for this position is \$47,000 - \$60,000 per year; higher compensation may be available depending on advanced skills and/or specific experience.
- YES also offers a performance-based annual bonus and a competitive benefits package, which includes a 401(k) match, medical, dental, vision and life insurance, in addition to flexible PTO and company stock.

Additional Information

- COVID vaccine, background check, and pre-employment drug screen required.
- Applicants must be currently authorized to work in the United States on a full-time basis.
- YES is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.
- YES prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Come find out why YES is such a great place to work. Apply today!