Documentation and Certification Engineer (m/f/d)

The Documentation and Certification Team at IMS Nanofabrication is looking to fill a position as Documentation and Certification engineer. The team is responsible for providing and maintaining documentation for Customers, Field Service and Application Engineers. We are giving live trainings and creating training materials to on-board engineers within Operations efficiently and to certify their level of expertise.

Your Responsibilities:

- Systematic transfer of information and knowledge, (online) communication and eLearning across departments of a high-tech company
- Internal and external communication about the progress of documentation, trainings and projects
- Create and maintain documentation and training materials
- Conduct trainings and track the progress of trainees
- Maintain and improve the certification program for trainees
- Clarify update requests
- Work independently to correlate changes in procedures across different documentation and training materials
- Implement changes in LaTeX documentation in a version controlled git system
- Roll-out of regular releases and hot fixes based on a defined time and new software releases
- Test and document new procedures on the simulator and the multi-beam mask writer
- Take responsibility to lead internal projects
- Typical Documentation & Certification Topics: Tool operation, calibration procedures, data and optics evaluation, debugging, IMS technology

Your Qualifications:

- A Bachelor's Degree: in Physics, Electrical Engineering, Process Engineering, Knowledge Transfer, Applied Knowledge Management or 3 years' experience in a related field
- Very good spoken and written English
- Deliberate and organized work style with a "hands on" mentality
- Experience in using MS Office / LibreOffice / OpenOffice
- Experience in using Tex (LaTeX) and Unix (Linux) preferred
- Experience in video creation and editing preferred (DaVinciResolve)
- Experience with the use of eLearning platforms (e.g. moodle) is preferred
Experience with information / knowledge management and eCommunication is preferred. Willingness to travel for an average of 1-2 months per year to customer sites (e.g. 2-4 weeks at a time).

**We Offer:**

- We are a leading high-tech company with headquarters in Austria and international subsidiaries (Taiwan, Korea, USA).
- Excellent professional and personal development opportunities in an international company.
- Very motivated, intercultural team with short communication channels.
- Top-equipped workplace (modern office, laptop, height-adjustable desk).
- An attractive salary package that starts at an annual gross salary of 49000,- € for this position and can be higher depending on experience (KV Metal industry). In addition, all employees benefit from the company’s success with an IMS bonus program.

Further information about IMS Nanofabrication can be found at [www.ims.co.at](http://www.ims.co.at).