



JST MANUFACTURING JOB DESCRIPTION

Job Title: Administrative Assistant (SA)

Department: Administration

Immediate Supervisor: Chief Executive Officer

FLSA Status: Non-Exempt, Full-Time

JOB SUMMARY

The Administrative Assistant is a core support for multiple departments, managers, employees, customers, and visitors. Job duties within the position will vary widely on a day to day and job to job requirement basis. The position requires a flexible, positive, team-member dedicated to the efficient and safe support of the JST Manufacturing team.

DUTIES & RESPONSIBILITIES

1. Welcomes and greets visitors and directs them to appropriate officials; notifies company personnel of visitors' arrival; provides support to office/departmental personnel.
2. Answers telephone calls, provides information to callers or routes calls to appropriate officials; greets visitors, ascertains nature of business, and conducts visitors to appropriate person. Maintains safe and clean reception area by complying with procedures, rules, and regulations.
3. Picks up from outside mailbox, opens and routes incoming mail and/or faxes; locates and attaches appropriate file to correspondence to be answered by manager(s); relieves officials of clerical work and minor administrative and business detail; makes copies of correspondence or other printed matter using copying machine; prepares outgoing mail. Handles all outgoing mail, picks up and stamps all incoming mail and distributes as required.
4. Supports company sales promotion activities including placing advertisements. Assists in producing marketing materials, updating websites and newsletters as appropriate. Supports promotional events such as trade shows, venue selection & coordination, advance promotion campaigns and on-site event support.
5. Prepares weekly and monthly sales metrics and maintains sales department statistics & reports. Enters data into database; completes reports, picks up and routes incoming and outgoing mail and does filing.



6. Compiles data and operates computer in performance of routine duties to maintain business records and reports. May type reports, business correspondence, application forms, request for quotations, purchase orders, sales quotations, shipping slips, and other matter, using basic computer programs.
7. Maintains filing system including filing system for quotation and closed sales order files. Prints Product Manuals for Service Department and prints labels for CD Rom copies and mails them.
8. Makes travel arrangements, including hotel and car reservations. Keeps track of people out of the office and how to locate them.
9. Request office supplies and maintains supply area.
10. Maintains Break Room Schedules.
11. Handles Job Shop Sales, enters quotes and sends to customer and enters orders on Job Shop Sales. Assists salespeople with order and quote entry on an as-needed basis.
12. Responsible for ensuring all office copiers, printers and faxes are always in proper working order.
13. Assists accounting in miscellaneous duties as assigned.
14. Contributes to team effort by accomplishing related results as needed.
15. Responsible for other duties and task as assigned and, in some circumstances, may be completely unrelated to this position

JOB REQUIREMENTS

- **Knowledge:** Good working knowledge of Microsoft Office, Windows 7 Pro (and higher); proofreading, use of basic arithmetic, and filing necessary. Adobe Suite working knowledge (preferred).
- **Skills:** Basic-typing skills (60 wpm). Telephone, interpersonal, verbal and written communication skills required.
- **Education:** High school graduate. Two years of college (preferred), technical training in secretarial skills or equivalent work experience.

COMPANY SUMMARY

JST Manufacturing is the expert in wet bench design and manufacturer and go-to international wet process and precision cleaning technology solutions manufacturer in the semiconductor, biomedical, food processing, and other clean industries. Our customers regard us as the company that can solve their difficult manufacturing process problems. Utilizing an onsite electrical and mechanical engineering staff, and a full plastic and metal fabrication facility, JST Manufacturing can provide both design and fabrication solutions for all of your wet processing processes. With teamwork, integrity, good judgment, innovation, and respect, we are committed to improving our customer's cleaning and handling challenges with quality, cost-efficient, and safe solutions.



By joining the JST Manufacturing, Inc. team you join a team of experts in wet bench design and manufacturing. From start to finish, we can engineer & design, then manufacture & install the right solution for any cleanroom need around the world.

CORE VALUES

JST places great importance on values such as teamwork, integrity, good judgment, respect, innovation, and communication. Upholding these values is crucial for fulfilling our mission and meeting the diverse needs of our customers. These principles serve as the foundational core of our company, and we expect our employees to embody them in their actions.

- **Teamwork** - Recognizing that effective collaboration is key, JST emphasizes the coordinated effort of employees working toward common goals, irrespective of their positions or departments.
- **Integrity** - JST is dedicated to acting with integrity, holding every member to the same moral and ethical standard to maintain the trust our customers place in us.
- **Good Judgment** - We have a responsibility to exercise good judgment, which includes continuous learning, trusting individual team members' skills, addressing biases, questioning and evaluating options, and following through with solutions.
- **Innovation** - Innovation, introducing new methods and solutions, allows JST to fulfill its mission and provide more efficient solutions.
- **Respect** - The company firmly believes in showing respect to every individual, regardless of their role. This includes effective communication, active listening, avoiding interruptions, offering constructive feedback, fair treatment, professionalism, recognition of contributions, and acknowledging others' needs.
- **Communication** - JST believes that effective communication is fundamental for building relationships and minimizing errors. Communication should be clear, conflict-solving, and bidirectional, utilizing approaches such as knowing where and about what to communicate, understanding the audience, active listening, collaboration, face-to-face communication when appropriate, using appropriate body language and tone, and relying on facts rather than unverified information.

BENEFITS AVAILABLE

- Medical / Dental / Vision
- 401(k)
- Life Insurance
- Paid Time Off
- Holiday Pay
- Available Overtime
- Flexible Work Schedule
- Referral Program



- Tuition Reimbursement
- Year End Performance Bonuses
- Competitive Pay BOE
- Remote Work Flexibility
- Possible Relocation Assistance Available

APPLICATION PROCESS

You can download our employment application from [our website](#). Employment applications and resumes are accepted through the following venues:

- (1) Mail: 4040 East Lanark Street, STE 100, Meridian, ID 83642
- (2) Online Application: <https://jstmfg.isolvedhire.com>
- (3) Email: hr@jstmfg.com

Important Notes:

- JST is an AA/EOE employer.
- Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.