



Job Title: Information Technology Technician I
Department: Accounting
Sub Department: Information Security
Immediate Supervisor: Chief Financial Officer
Status: Exempt; Full Time
Location: Meridian, Idaho (Non-Remote)

JOB SUMMARY

The Information Technology (IT) Technician I provides general technical support to users, maintains hardware, software systems, and ensures the smooth operation of IT assets. This role involves troubleshooting, installing, and maintaining computer systems and networks in a timely and efficient manner.

DUTIES & RESPONSIBILITIES

1. First point of contact for users seeking technical assistance via phone, email, instant messaging, or in person.
2. Set up and support user accounts, password reset, account unlocks, and access rights.
3. Image desktops and laptops ensuring required software is installed.
4. Install, configure, and maintain desktop and laptop hardware, software and peripherals.
5. Updates JST asset inventory list of IT related equipment.
6. Troubleshoots and resolve hardware, software and network issues.
7. Perform routine maintenance and updates on computers and devices.
8. Collaborate with users to understand and support a variety of issues and needs including data access, program modifications and updates.
9. Support audiovisual and teleconferencing systems.
10. Performs other related duties as assigned

JOB REQUIREMENTS, SKILLS, AND EXPERIENCES

1. Strong problem-solving and communication skills.
2. Good organizational skills and attention to detail.
3. Excellent and constructive interpersonal skills.
4. Associate's degree in information technology, Computer Science or related field (or equivalent work experience)
5. 1-2 years of experience in technical support or helpdesk role.
6. Working knowledge of Windows, Microsoft Office, networking basics, and common IT hardware.



TRANSFERRABLE SKILLS/EXPERIENCES

- CompTIA A+, Network +, or other related certifications (or demonstrated knowledge).
- Basic understanding of Active Directory and remote desktop tools

WORK ENVIRONMENT AND EMPLOYEE EXPECTATIONS

- Employees are expected to support the Company's business culture and values by demonstrating teamwork, integrity, good judgement, respect, innovation, and communication as well as by contributing at optimum levels toward the success of the company.
- Able to safely lift and carry, push or pull objects up to 50lbs.
- Able to walk, stand and work on feet for the duration of shift.
- Able to climb, balance, stoop, kneel, crouch, reach with hands and arms, grasp, handle and operate hand/power tools or controls.

COMPANY SUMMARY

JST is a leading expert in wet bench design and a trusted global provider of wet process and precision cleaning technology solutions for the semiconductor, biomedical, and other clean industries. Our customers rely on us to solve their most complex manufacturing process challenges. With in-house engineering teams and full plastic and metal fabrication capabilities, JST delivers complete design-to-fabrication solutions for all wet processing applications. We are driven by teamwork, customer focus, integrity, and relentless innovation — committed to providing high-quality, cost-effective, and safe solutions that improve our customers' wet chemistry processes.

When you join the JST team, you become part of a group of specialists in wet bench design, manufacturing and customer service. From concept to completion, we engineer, design, manufacture, and install tailored solutions to meet cleanroom processing needs across the globe.

QUALITY IS OUR FORMULA (CORE VALUES)

At JST, quality isn't just a standard—it's how we work. We're redefining what it means to show up, collaborate, and drive results by embedding quality into everything we do. *That's why we say: Quality is our Formula.* This formula isn't just a slogan—it's a mindset. It's captured in a simple but powerful equation: **Q = TCI²**



Teamwork	Customer Focused	Integrity	Innovation
Be One	Be Aligned	Be Accountable	Be in Pursuit
<i>Always</i> work together to meet company and individual goals.	<i>Always</i> align with and focus on your customers.	<i>Always</i> accept and require accountability.	<i>Always</i> pursue improvements by innovating relentlessly.

This cultural shift is about more than words, it's about aligning who we are with how we work. We recognized that our previous values didn't fully capture the behaviors and decisions that define success at JST. By embracing this new formula, we're building a culture where every action, every idea, and every solution reflects our commitment to quality and excellence.

At JST, quality is not just a goal, it's an expectation, a belief, and a way of being. When you join our team, you're not just contributing to our success; you're becoming part of a culture built on collaboration, customer dedication, ethical innovation, and shared purpose.

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/EEO 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.