



## JST MANUFACTURING JOB DESCRIPTION

**Job Title:** Inventory Clerk (IC)

**Department:** Operations (OPS)

**Sub Department:** Inventory (IV)

**Immediate Supervisor:** Purchasing Manager

**FLSA Status:** Non-Exempt, Full-Time

**Schedule / Shift:** Monday – Friday 8:00a-5:00pm (based on scheduled requirements)

**Location:** Meridian, Idaho (Non-Remote)

### JOB SUMMARY

An Inventory Clerk plays a crucial role in maintaining accurate records of goods and materials within a company's inventory. This position involves overseeing the receipt, storage, and distribution of products, ensuring that inventory levels are sufficient to meet operational needs while minimizing excess. The primary responsibilities include tracking inventory transactions, conducting regular audits, and collaborating with other departments to streamline the supply chain process. Attention to detail, organizational skills, and the ability to use inventory management software are essential for success in this role. Inventory Clerks contribute to the overall efficiency of a business by helping to by providing valuable insights into inventory trends and discrepancies.

### DUTIES & RESPONSIBILITIES

1. The determination of moving requirements is established through the acquisition of work orders, ensuring a comprehensive understanding of the tasks at hand.
2. Inventory retrieval is meticulously executed by skillfully locating and verifying materials within the designated storage areas.
3. The operational process involves not only the retrieval but also the manufacturing, stacking, and securing of materials on pallets, ensuring an organized and efficient handling of inventory.
4. Upon completion of these tasks, the materials are adeptly moved to either the staging area or other storage area.
5. The unloading of transportation vehicles is a crucial step, carried out with precision by strategically stacking and securing materials.
6. Rigorous record-keeping is maintained through the meticulous completion of logs, ensuring accurate and up-to-date inventory records through scheduled inventory cycle counts.
7. A commitment to a safe and clean work environment is upheld by adhering to established standards and procedures, and strict compliance with legal regulations governing workplace safety.
8. Professional development is actively pursued through participation in educational opportunities, reflecting a dedication to staying informed and updated in the field.



9. A flexible and responsive approach is demonstrated by the timely delivery and pickup of orders as needed, ensuring a seamless and efficient flow within the logistical framework.
10. Obtaining components from inventory as specified in work orders for ongoing projects.
11. Responsible for other duties and task as assigned and, in some circumstances, may be completely unrelated to this position

## JOB REQUIREMENTS

- Possesses strong problem-solving and analytical abilities to identify and resolve inventory discrepancies.
- Demonstrates proficiency in reporting, scheduling, and analyzing information.
- Exhibits expertise in dealing with complexity within inventory management processes.
- Shows a commitment to process improvement to enhance overall inventory control.
- Prioritizes safety management within the warehouse or inventory-related activities.
- Able to effectively use hand, power, and carpentry tools are essential requirements.
- Strong organizational skills with meticulous attention to detail.
- Proficient in inventory management software, data entry, and effective communication.
- Accurate tracking and recording of inventory transactions.
- Capability to conduct regular audits and reconcile physical inventory counts with system records.
- Effective communication skills for collaborative work with team members and other departments.
- Physical stamina for tasks involving lifting and moving stock.
- Familiarity with warehouse safety standards and procedures.
- Have a valid driver's license,
- Minimum of 2 years of experience in a related position using hands-on experience in receiving, storing, and distributing goods and materials.

## 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 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](mailto: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.