



**Job Title:** Operations & Inventory Control Lead

**Department:** Operations

**Sub Department:** Purchasing

**Immediate Supervisor:** Purchasing Manager

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

**Location:** Meridian, ID, Work-Site Location

## **JOB SUMMARY**

The Operations and Inventory Control Lead provides coordination and communication support across purchasing, inventory control, scheduling, and planning functions to ensure efficient operational workflows. This position supports the achievement of company objectives by facilitating cross-functional collaboration and maintaining the flow of information and processes across key operational departments.

## **DUTIES & RESPONSIBILITIES**

- Assists Purchasing with external expediting activities utilizing shortage reports and the Global Shop ERP system
- Responsible for Inventory Control support by returning broken and defective material to vendors, creating part numbers, maintaining re-order points, and supporting current and future inventory needs and pricing
- Serves as the lead for all DMR activities, including report management, vendor communication, and production coordination
- Coordinates assigned projects as required
- Supports inventory locations, levels, cycle counting maintenance and review, and the return of materials back into inventory
- Supports vendor-managed inventory (VMI) programs and inventory stock level maintenance through collaboration with Purchasing and Manufacturing Engineering
- Assists with the development of purchasing and inventory KPIs and supports dashboard creation and maintenance for various departments
- Determines material movement requirements by reviewing work orders and retrieves inventory by locating and verifying materials
- Participates in production meetings as required
- Maintains inventory and shipping records by completing logs and promoting part numbering accuracy and standardization
- Maintains a safe and clean work environment by following established standards, procedures, and applicable regulations
- Updates job knowledge through participation in educational opportunities and supports organizational objectives by completing related responsibilities as needed



- Performs other duties and responsibilities as assigned, which may occasionally be outside the scope of this position

## QUALIFICATIONS

### MINIMUM REQUIREMENTS

- Education/Experience:
  - o Associate's Degree in Business Administration, Supply Chain Management, Operations Management, Project Management, or a related field; OR
  - o Five years of experience in operations, inventory control, purchasing, scheduling, planning, or a related field
  - o Experience using ERP/MRP systems
  - o Knowledgeable of inventory management, purchasing, scheduling, and operational planning processes
  - o Ability to analyze data and identify trends to support operational decision-making
  - o Ability to clearly communicate written and verbal information to individuals and groups
  - o Ability to effectively coordinate activities and work collaboratively across multiple departments
- Physical Requirements:
  - o Able to safely lift, carry, push and pull objects up to 50lbs
  - o Able to walk, stand and work on feet for the duration of shift
  - o Able to climb, balance, stoop, kneel, crouch, and reach with hands and arms
- Driver's License

### PREFERRED REQUIREMENTS

- Education/Experience:
  - o Bachelor's Degree in Business Administration, Supply Chain Management, Operations Management, Project Management, or a related field.
  - o Two years' experience in an Operations Specialist role or similar position within a manufacturing or production environment.

## EMPLOYEE EXPECTATIONS

Employees are expected to support the Company's values by demonstrating *integrity, simplicity, trust, respect, and shared risk* as well as by contributing at optimum levels toward the success of the company.

- **INTEGRITY** - We consistently operate at the highest ethical and moral standards
- **SIMPLICITY** - Our 80/20 Front-to-Back Process helps us think and act simply – it creates an intense focus on our most profitable products and customers



- *TRUST* - We trust our people to operate with their best efforts and in the best interests of the company
- *RESPECT* - We treat everyone as we expect to be treated and value the diversity of perspectives, backgrounds, and experiences of all colleagues
- *SHARED RISK* - We celebrate our successes together and take responsibility for our mistakes and challenges as a team

## COMPANY SUMMARY

JST is an industry leader, dedicated to providing state-of-the-art wet processing, drying, and chemical management tools for applications in semiconductors, electronics, flat panel displays, optoelectronics, medical devices, and other industries where cleanliness is critical.

## COMPANY BENEFITS AVAILABLE

Medical / Dental / Vision | 401(k) Matching | Life Insurance | Company Paid Short-Term and Long-Term Disability | Paid Bereavement Leave | Paid Parental Leave | Paid Time Off | Holiday Pay | Available Overtime | Referral Program | Tuition Reimbursement | Competitive Pay BOE

## APPLICATION PROCESS

You can apply for this position on [our website](#). Employment applications and resumes are also accepted through the following venues:

(1) In-person: 4040 East Lanark Street, STE 100, Meridian, ID 83642

(2) 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