



JST JOB DESCRIPTION

Job Title: Product Applications Specialist

Immediate Supervisor: Sales and Marketing Manager

Department: Sales

FLSA Status: Non-Exempt, Full-Time

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

Location: Meridian, Idaho (Non-Remote)

JOB SUMMARY

The Product Applications Specialist is responsible for preparing customer quotations and proposals, pricing products, creating equipment layouts, and writing equipment specifications. This role involves coordinating with the factory, vendors, sales personnel, and customers to ensure timely and accurate communication and documentation. The specialist will be required to support the sales team by forwarding quotations and technical documents, answering customer queries, and contributing to the development and execution of service programs and revenue-driving initiatives.

DUTIES & RESPONSIBILITIES

1. Review customer technical specifications and formulate proposals, noting any deviations and exceptions.
2. Prepare CAD drawings to support Product Application Engineers (PAEs) and sales requests.
3. Prepare proposals by pricing products, creating equipment layouts, and preparing facility drawings and specifications as needed.
4. Review and maintain pricing worksheets as directed.
5. Audit and update quotations to ensure accuracy in a timely fashion.
6. Coordinate with sales personnel, forwarding quotations in Adobe PDF format.
7. Ensure current pricing for standard products and consistency in quotes.
8. Answer customer calls and questions in a professional manner, while coordinating the information with the salesperson responsible for the account.
9. Prepare PowerPoint presentations for sales purposes.
10. Take product photos for use in proposals and presentations.
11. Contribute to team efforts by completing assigned tasks accurately and on time.
12. Update and maintain sales quoting worksheets.
13. Collaborate effectively with team members; communicate design constraints and work together in a professional approach to find solutions.
14. This position involves contributing to the overall team effort to achieve goals and meet deadlines.



15. Responsibilities may evolve over time and may include tasks unrelated to the initial job description

JOB REQUIREMENTS

1. Strong ability to multitask and work on multiple projects.
2. Strong computer skills.
3. Detail-oriented with strong time management and organizational skills.
4. Ability to read and write clear, concise technical documents.
5. Proficiency in CAD with a minimum of one years' experience.
6. Understanding of Programmable Logic Controllers, preferably Allen Bradley.
7. Ability to effectively present and express written and verbal information to individuals and groups.
8. Skilled in the use of Microsoft Word, Excel, PowerPoint, & Outlook, as well as Adobe software.
9. Experience in a role involving communicating with customers, vendors, and engineering staff to obtain quotes and technical information aimed at the purpose of design development work for manufacturing, preparation of technical presentation, and logistical support environment.

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.
- Willingness to support project expectations with reasonable overtime work when required.
- 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 sit for extended periods of sitting at a desk during the shift, with limited opportunities to stand or move around.

COMPANY SUMMARY

JST is the expert in wet bench design, manufacturer, and go-to international regarding wet processing and precision cleaning technology solutions, in the semiconductor, biomedical, food processing, as well as other high-tech industries. Our customers regard us as the company capable of solving their difficult and challenging processing issues. Utilizing our onsite electrical and mechanical engineering staff, as well as our extensive plastic and metal fabrication facility, JST provides both advanced design and fabrication solutions for a wide variety of wet processing processes. With our teamwork, integrity, good judgment, innovation, and respect, we are committed to improving our customers' cleaning and handling challenges with quality, cost-efficient, and safe solutions.



By joining the JST team you will be joining a team of experts in wet bench design and manufacturing. From start to finish, we engineer & design, then manufacture & deliver the right solutions for cleanroom needs 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



Job Description

- 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, Suite 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 currently.