Job Title: Production Assistant
Department: Operations
Sub Department: Production
Immediate Supervisor: Production Manager
Status: Full-Time, Non-Exempt
Location: Meridian, Idaho (Non-Remote)

JOB SUMMARY

The Production Assistant will assist with production, assembly, quality control, inventory management, maintenance, shipping department, and other tasks as needed under the supervision of the Production Manager.

DUTIES & RESPONSIBILITIES

1. May be required to operate machines that might include: optical laser, routers, grainer, and saw.
2. Assist with the assembly and manufacturing of equipment according to blueprints, schematics, and instructions.
3. Perform quality control checks on finished products to ensure they meet company standards.
4. Help maintain a clean and organized work area by sweeping, organizing tools, and disposing of waste materials.
5. Assist in the packaging and labeling of products for shipment to customers.
6. Aid in inventory management by counting, sorting, and organizing parts and materials.
7. Competently use measuring instruments and diagnostic devices and contribute to JST's quality program by following quality procedures.
8. Understand and follow company procedures and act in a safe manner in a manufacturing environment.
9. Maintain stewardship of equipment and contribute to the maintenance and cleanliness of the shop and equipment.
10. Perform miscellaneous tasks as required to support manufacturing, engineering, quality, and quoting departments.
11. Contribute to team effort by achieving results. Work cooperatively with team members, communicate design constraints, and work within the team to achieve solutions.
12. Able to work in various positions such as climbing, balancing, stooping, kneeling, crouching, laying, reaching with hands and arms, grasp, handle and operate hand and tools, as well as welding equipment.
13. Responsible for other duties and task as assigned and, in some circumstances, may be completely unrelated to this position.

JOB REQUIREMENTS, SKILLS, AND EXPERIENCES

- Able to read assembly blueprints.
- Maintains a clean work area both inside and outside equipment.
- Able to perform basic math skills using a calculator.
- Able to utilize precision equipment such as calipers.
- Technical degree preferred or equivalent experience.
- Able to produce accurate and good quality parts on schedule.
- Able to use power hand tools safely and efficiently.
- Cleans and maintains equipment in good working order.
- Follow company procedures and maintain a safe work area.

WORK ENVIRONMENT AND EMPLOYEE EXPECTATIONS

- Employees are expected to support the Company's business culture and values by demonstrating teamwork, customer focus, integrity, and 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:

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 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 | Flexible Work Schedule | Referral Program | Tuition Reimbursement | Competitive Pay BOE |

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.