

Job Title: Inventory Clerk
Department: Purchasing
Sub Department: Inventory
Immediate Supervisor: Purchasing Manager
Status: Non-Exempt; Full Time
Location: Meridian, Idaho

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, SKILLS, AND EXPERIENCES

- 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 using handheld devices.
- 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 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>

JST Inventory Clerk (IC_05)

(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