



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 provide 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 integrity, simplicity, trust, respect, and shared risk 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.

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 | Year End Performance Bonuses | 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