



Job Title: Quality Assurance Intern
Department: Quality Assurance
Sub Department: Quality
Immediate Supervisor: Director of Quality
Status: Part-Time, Non-Exempt
Location: Meridian, Idaho (Non-Remote)

JOB SUMMARY

The Quality Assurance Intern supports the Quality Department in the creation, organization, and maintenance of QMS documentation in alignment with ISO 9001 standards. This role gathers information from process owners, completes process definition forms, and drafts work instructions, procedures, and forms for review. The intern will also assist the Training Coordinator and Technical Documentation Specialist in preparing and formatting training materials and other controlled documents.

DUTIES & RESPONSIBILITIES

1. Gather process information from subject matter experts and translate it into work instructions, procedures, and forms.
2. Complete process definition forms based on stakeholder input.
3. Ensure documents meet JST QMS formatting and clarity standards.
4. Edit for accuracy, grammar, and compliance.
5. Work with process owners and Quality staff to verify content accuracy.
6. Support the Training Coordinator and Technical Documentation Specialist with document-related tasks.
7. Assist in organizing and tracking controlled documents.
8. Prepare materials for internal audits, training, and process reviews.
9. Contribute to team effort by achieving results. Work cooperatively with team members, communicate design constraints, and work within the team to achieve solutions.
10. 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.
11. Responsible for other duties and tasks as assigned and, in some circumstances, may be completely unrelated to this position.

JOB REQUIREMENTS, SKILLS, AND EXPERIENCES

- Strong written and verbal communication skills.
- Ability to interview SMEs and accurately capture technical information.
- Attention to detail and adherence to formatting standards.
- Proficiency with Microsoft Office (Word, Excel).
- Ability to manage multiple tasks independently.



- Currently pursuing or recently completed a degree in Technical Writing, Quality, Engineering, English, or a related field.
- No prior QA experience required; familiarity with process documentation or ISO standards preferred.
- Experience working in a manufacturing or quality-focused environment preferred.

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 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.

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

- Holiday Pay
- Flexible Work Schedule
- Referral Program
- 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/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 at this time.