

Job Title: Shipping and Logistics Clerk
Department: Operations
Sub Department: N/A
Immediate Supervisor: Scheduling Manager
Status: Non-Exempt; Full Time
Location: Meridian, Idaho (Non-Remote)

JOB SUMMARY

A Shipping and Logistics Clerk plays a crucial role in the smooth operation of shipping and transportation activities within a company. This position involves handling various tasks related to the movement of goods, coordination with carriers, and ensuring timely and accurate deliveries.

DUTIES & RESPONSIBILITIES

1. Packages and prepares products for shipment with attention to detail and accuracy.
2. Loads transportation vehicles by skillfully stacking and securing materials to ensure safe transit.
3. Takes responsibility for delivering and picking up orders as required.
4. Engages in manufacturing, stacking, and securing materials on pallets to facilitate organized storage.
5. Moves materials to the staging area or transportation vehicle for timely dispatch.
6. Maintains accurate inventory and shipping records by diligently completing logs.
7. Ensures a safe and clean work environment by adhering to established standards and procedures and complying with legal regulations.
8. Updates job knowledge through active participation in educational opportunities.
9. Provides support for building maintenance activities.
10. Assists in supporting product transitions between different departments within the organization.
11. Assists in the retrieval of inventory by locating and verifying materials.
12. Provides support to the supervisor as required for efficient workflow.
13. May be required to work extra hours based on project requirements.
14. Emphasizes teamwork while also contributing individually to enhance team performance.
15. Determines the moving requirements by obtaining work orders to ensure efficient logistics planning.
16. Responsible for other duties and tasks as assigned and, in some circumstances, may be completely unrelated to this position

JOB REQUIREMENTS, SKILLS, AND EXPERIENCES

- Possesses a valid driver's license as a requirement for the position.
- Brings at least 2 years of prior experience in a related shipping and logistics position.

- Demonstrates strong reporting skills to effectively communicate shipping and logistics information.
- Responsible for tasks related to shipping, transportation, and delivery coordination.
- Applies critical thinking and analytical skills to assess and enhance logistics processes.
- Handles tasks involving complexity and navigates challenges within the shipping and logistics domain.
- Works in a deadline-oriented environment, ensuring timely and efficient completion of shipping tasks.
- Exhibits effective time management skills to optimize workflow and meet shipping deadlines.
- Actively contributes to process improvement initiatives within the shipping and logistics operations.
- Prioritizes safety management practices to uphold a secure working environment.
- Demonstrates proficiency in inventory control to maintain accurate stock records.
- Utilizes strong data entry skills for precise documentation of shipping and logistics activities.
- Displays the ability to use hand, power, and carpentry tools effectively in shipping tasks.
- Preferred experience includes a background in warehousing and logistics.
- Applies basic math skills to perform calculations relevant to shipping and logistics processes.
- Familiarity with blueprints to facilitate accurate interpretation within a logistics setting.
- Utilizes and maintains: Racks, shelves, and bins provide a systematic and organized structure for storing goods, promoting easy access and efficient inventory management.
- Utilizes and maintains: Forklifts, pallet jacks, and conveyor belts enable the seamless movement of materials within the warehouse, facilitating the loading, unloading, and transportation of goods.
- Proficient in data entry and Outlook with prior experience navigating various logistics company websites and adhering to their procedures.

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

JST Shipping and Logistics Clerk (SH_05)

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