

Job Title: Technical Documentation Specialist
Department: Quality
Sub Department: N/A
Immediate Supervisor: Director of Quality
Status: Non-Exempt; Full Time
Location: Meridian, Idaho

JOB SUMMARY

Technical Documentation Specialist role requires a balanced approach of working collaboratively on the production floor or the front office with subject matter experts and at the desk developing documents. The collaboration includes experts across the various departments at the company. This role ensures that work instructions and training materials are accurately developed, facilitating streamlined processes and compliance with industry standards.

DUTIES & RESPONSIBILITIES

- 1) Always maintain a clean and safe working environment.
- 2) Represent the company in a professional manner to the public, customers, and vendors.
- 3) Maintain trusting relationships with customers and fellow employees.
- 4) Develop work instructions and training materials, ensuring clarity and adherence
- 5) to industry standards
- 6) Format documents provided by manufacturing engineers and other internal for consistency within the QMS.
- 7) Collaborate with engineering, sales, and production teams to develop comprehensive materials.
- 8) Spend 50% of the time on the production floor and the front office, working alongside subject matter experts to gather detailed notes, photographs, and insights.
- 9) Collaborate closely with the Training Coordinator to develop video-based instructional content to complement traditional documentation
- 10) Utilize multimedia tools to enhance the accessibility and effectiveness of training materials.
- 11) Ensure all documentation aligns with regulatory requirements and supports audit processes.
- 12) Continuously review and update existing documentation for accuracy, consistency and the latest information.
- 13) Benchmark industry best practices to improve documentation processes.
- 14) Support the integration of new processes and technologies into the QMS framework.
- 15) Follow the QA Director's instructions which may include duties outside of the quality department as needed

JOB REQUIREMENTS, SKILLS, AND EXPERIENCES

- Bachelor's degree in Technical Writing, Communications, or a related field.
- Proven experience in technical writing, preferably in manufacturing or a similar industry.
- Familiarity with Quality Management Systems and relevant industry standards.
- Strong communication and interpersonal skills for effective cross-departmental collaboration.
- Proficiency in document management software and video editing tools.
- Excellent attention to detail and organizational skills.
- Ability to convey complex information clearly and concisely.
- Experience in training material development is a plus.
- Commitment to continuous learning and professional development.
- 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.
- Effective verbal and written communication skills
- The ability to visually check tiny features of small parts.
- The ability to perform basic computer functions.

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>
- (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