



Job Title: Engineering Assistant
Department: Engineering
Sub Department: None
Immediate Supervisor: Engineering Manager
Status: Full-Time, Non-Exempt
Location: Meridian, Idaho (Non-Remote)

JOB SUMMARY

The Engineering Assistant directly supports our Engineering Manager. The ideal candidate will be responsible for engineering admin duties that can include assisting in updating AutoCAD drawings, manuals, deck and facility drawings, and specifications.. The Engineering Assistant will handle administrative duties such as scheduling meetings, maintaining project files, tracking deadlines, and supporting department communications and documentation processes. This role requires a proactive individual with a strong technical background and CAD software, excellent organizational skills, and the ability to work collaboratively in a fast-paced environment.

DUTIES & RESPONSIBILITIES

1. Update and revise engineering manuals and technical specifications.
2. Assist in the development of new manuals and specifications as required.
3. Ensure all documentation complies with company standards and industry regulations.
4. Assist in the preparation and maintenance of deck and facility drawings.
5. Collaborate with the engineering team to ensure all drawings are accurate and meet project specifications.
6. Ensure all drawings are accurate and up-to-date, reflecting the latest changes and modifications.
7. Update existing drawings to reflect any changes or modifications.
8. Provide technical support to the Engineering Manager and other engineering staff as needed.
9. Assist in the preparation of project reports, presentations, and other documentation.
10. Maintain organized records of all drawings, manuals, and specifications.
11. Work closely with the engineering team to ensure all project requirements are met.
12. Communicate effectively with other departments and external stakeholders as necessary.
13. Participate in project meetings and provide input on technical aspects as required.
14. Support department operations with administrative tasks including scheduling meetings, tracking project deadlines, ordering supplies, maintaining shared files, and coordinating internal communications.
15. Prepare meeting agendas, take notes during team meetings, and distribute summaries to appropriate stakeholders.



16. Contribute to team effort by achieving results. Work cooperatively with team members, communicate design constraints, and work within the team to achieve solutions.
17. Update and maintain AutoCAD drawings based on project requirements and engineering standards.
18. Assist in the creation of new AutoCAD drawings as directed by the Engineering Manager.
19. 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.
20. Responsible for other duties and tasks as assigned and, in some circumstances, may be completely unrelated to this position.

JOB REQUIREMENTS, SKILLS, AND EXPERIENCES

- Proficiency in AutoCAD and other CAD software required.
- Associate's degree in Engineering, Drafting, or a related field preferred
- Strong understanding of engineering principles and technical specifications.
- Excellent attention to detail and organizational skills.
- Ability to work independently and manage multiple tasks simultaneously.
- Strong verbal and written communication skills.
- Experience in the manufacturing industries is a plus.

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.

CORE VALUES

JST places great importance on values such as teamwork, integrity, good judgment, respect, innovation, and communication. Upholding these values is crucial for fulfilling our mission and meeting the diverse needs of our customers. These principles serve as the foundational core of our company, and we expect our employees to embody them in their actions.

- **Teamwork** - Recognizing that effective collaboration is key, JST emphasizes the coordinated effort of employees working toward common goals, irrespective of their positions or departments.
- **Integrity** - JST is dedicated to acting with integrity, holding every member to the same moral and ethical standard to maintain the trust our customers place in us.
- **Good Judgment** - We have a responsibility to exercise good judgment, which includes continuous learning, trusting individual team members' skills, addressing biases, questioning and evaluating options, and following through with solutions.
- **Innovation** - Innovation, introducing new methods and solutions, allows JST to fulfill its mission and provide more efficient solutions.
- **Respect** - The company firmly believes in showing respect to every individual, regardless of their role. This includes effective communication, active listening, avoiding interruptions, offering constructive feedback, fair treatment, professionalism, recognition of contributions, and acknowledging others' needs.
- **Communication** - JST believes that effective communication is fundamental for building relationships and minimizing errors. Communication should be clear, conflict-solving, and bidirectional, utilizing approaches such as knowing where and about what to communicate, understanding the audience, active listening, collaboration, face-to-face communication when appropriate, using appropriate body language and tone, and relying on facts rather than unverified information.

BENEFITS AVAILABLE

- Medical / Dental / Vision
- 401(k)
- Life Insurance
- Paid Time Off



Job Description

- 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 this time.