Job Title: Project Manager
Department: Project Management
Sub Department: N/A
Immediate Supervisor: Chief Executive Officer
Status: Exempt; Full Time
Location: Meridian, Idaho

JOB SUMMARY

The Project Manager is responsible for planning, organizing, and overseeing the execution of projects from customer purchase order receipt to final customer acceptance. This role requires strong leadership and communication skills to manage customer interactions, ensure on-time delivery, and coordinate efforts across multiple departments and stakeholders. The ideal candidate is highly organized, proactive, and capable of navigating complex manufacturing environments to deliver exceptional results.

DUTIES & RESPONSIBILITIES

1. Travel: Embrace the opportunity for travel (up to 25%) to engage with national and international stakeholders and enhance your global project management skills.
2. Participation in Virtual Meetings: Actively engage in virtual meetings, webinars, and international conference calls with overseas clients outside of standard business hours to facilitate cross-border collaboration and synchronization.
3. Project Leadership: Direct and manage projects from Customer Purchase Order (PO) receipt through final project acceptance, ensuring project deliverables adhere to JST and customer specifications while aligning with strategic organizational objectives.
4. Stakeholder Management: Serve as the primary point of contact for internal and external stakeholders throughout the project lifecycle, expertly managing expectations, providing timely status updates, and facilitating effective issue resolution.
5. Customer Engagement: Conduct site visits for project reviews, status assessments, final acceptance, and sign-off, ensuring client satisfaction and compliance with quality assurance standards. Maintain steady communication flows by collaborating with the client's project team members, and JST’s project team members to ensure projects stay on track.
6. Cross-Functional Collaboration: Work closely with diverse teams—sales, engineering, production, procurement, quality, test line and field service—to ensure timely project delivery and foster a culture of open communication.
7. Project Planning: Develop and manage innovative project timelines, budgets, and resource allocation strategies, ensuring projects remain on track and within scope.

8. Project Scheduling and Resource Management: Develop and manage project schedules and resource allocation plans, ensuring compliance with project scope and deliverable timelines.
9. Risk Assessment and Mitigation: Identify and address potential project risks by implementing effective mitigation strategies and escalations, ensuring project stability and success.
10. Continuous Improvement Mindset: Develop and deploy strategies, plans, or procedures aimed at optimizing operational efficiency and enhancing overall project performance.
11. Change Order Facilitation: Initiate, manage, and communicate project order change requests (OCRs) through effective documentation and stakeholder engagement, ensuring seamless transitions and approvals.
12. Continuous Improvement Oversight: Manage JST's continuous improvement framework, ensuring post-project reviews are conducted and follow-up actions are implemented effectively.
13. Team Leadership: Participate in resource planning, delegate tasks, and inspire team members to achieve their full potential while meeting project objectives.
14. Client Approval Engagements: Present project deliverables to clients for approval, actively participate in final sign-off meetings, and ensure stakeholder satisfaction throughout the project lifecycle.
15. Analytical Reporting: Collect and analyze performance metrics, prepare insightful operational reports, and communicate updates to project managers and stakeholders to drive transparency and informed decision-making.
16. Financial Planning and Reporting: Develop detailed financial reports and budgets that support project objectives and align with strategic financial goals.
17. Documentation Preparation: Prepare scientific or technical reports, presentations, and operational documentation for internal stakeholders and client review, ensuring clarity and professionalism. Maintain job files with accurate contract information, OCRs and sales order updates.
18. Collaborative Problem-Solving: Play a pivotal role in achieving team objectives, fostering cooperation, communicating constraints, and navigating challenges to work collectively towards innovative solutions and project success.
19. Team Contribution and Collaboration: Elevate team performance by achieving project milestones. Foster a collaborative team environment, and
20. Diverse Responsibilities: Take on additional tasks as assigned, which may include responsibilities outside the primary scope of this position, supporting organizational growth and contributing to diverse projects within the company.

JOB REQUIREMENTS, SKILLS, AND EXPERIENCES

- Bachelor's degree (Engineering, Operations Management, Field Service, or a related field) preferred but not required.
- Certified Project Management Professional (PMP) or equivalent certification is a plus.

- 2+ years of project or management experience, engineering, sales, or field service-related discipline, preferably in manufacturing, equipment design, or a related industry
- Semiconductor industry experience is preferred but not required.
- Strong leadership and interpersonal skills with the ability to influence and coordinate across multiple departments.
- Excellent organizational and time-management abilities to manage multiple projects simultaneously.
- Proficient in project management tools and software, including Gantt charts, MS Project, Click Up, or similar.
- Familiarity with Global Shop Solutions ERP software is highly preferred.
- Strong written and verbal communication skills to interface effectively with customers and internal teams.
- Analytical problem-solving skills with a proactive approach to challenges.
- Willingness to travel for customer visits and final signoff meetings.
- Willingness to attend off hours (evenings, early mornings, weekends) webinars, virtual meetings, or conference calls.
- Experience with 2-D CAD software (AutoCad, Draftsight) desired
- Familiarity with manufacturing processes and technical equipment is a plus.
- The ability to read and understand PID, electrical and plumbing schematics from a variety of sources and manufacturers is a plus.

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 | 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/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