



Procurement Planner

Overview:

At Diamond C, our purpose is to fuel the growth and success of our team-members, customers, and community abroad. We're committed to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. In this role, you will report directly to the Planning Manager to ensure all essential functions of procurement are met.

This position is located in Mount Pleasant, TX

Responsibilities:

- Place purchase orders with suppliers
- Monitor status of open purchase orders to ensure on-time delivery
- Expedite or defer orders based on schedule/inventory changes
- Forecast demand and communicate to supply base as needed
- Determine optimal inventory based on forecast and demand
- Achieve inventory turns objectives for raw materials
- Obtain PO acknowledgements from Suppliers
- Coordinate material flows throughout product/BOM changes
- Manage and resolve issues regarding PO to invoice discrepancies
- Collaborate with internal customers to provide a high level of customer service
- Recommend solutions, resources, and alternative supply options

Qualifications:

- Applied knowledge of forecasting, MRP, transportation, supply chain, and inventory management
- Strong sense of urgency and attention to detail
- Ability to handle and prioritize multiple tasks
- Proficiency with computers - spreadsheeting and data processing
- Ability to create and understand reports
- Excellent organization, communication, and follow-up skills
- Ability to influence others and manage conflict
- Ability to self-direct and take constructive action in ambiguous situations
- Analytical with a methodical approach to problem solving
- Desire to promote the success of the organization

Diamond C is a purpose-driven company that is rapidly growing. We are guided by our Core Values, Do Work and Love Strong. If you have a desire to be part of a company that strives to provide extraordinary trailers with customer service to match we would love to hear from you.

Apply online at www.diamondc.com/careers

We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal opportunity employer.