



## Material Handler - Inventory

### 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. As the Materials Handler you will transport materials, supplies, and finished products to designated locations. The role will build effective relationships across the business and have a strong focus on our foundational "Do Work, Love Strong" culture.

This position is located in Mt. Pleasant, Tx.

### Duties/Responsibilities:

- Receives, distributes, and stores products as directed in designated, secure locations.
- Prepares and maintains records of materials received and shipped including dates of transactions, locations, and other pertinent information.
- Reviews shipments for quality and accuracy; reviews accompanying documents for accuracy.
- Confirms shipping details or special instructions; expedites shipments that affect the manufacturing process schedule.
- Transports and loads materials, supplies, and finished goods (manually and/or using hand trucks and skids).
- Collects and properly disposes of scrap bracing, cardboard, and strapping; maintains a safe and clean work environment.
- Performs other related duties as assigned.

### Required Skills/Abilities:

- Excellent verbal communication skills.
- Excellent organizational skills and attention to detail.
- Good math and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Efficient time management skills.
- At least two years of related experience required.

### Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at a time.
- Must wear safety gear, such as goggles and gloves, when handling box cutters or similar tools.

Acknowledgement - I agree and accept the offer and responsibilities as stated above:

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Printed Name

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Candidate's Signature

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Date

*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.*