



Parts Shipping Clerk-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:

- Shipping and Receiving: Receive incoming parts and materials, verify their accuracy and quality, and document all transactions. Prepare outgoing shipments, ensuring that items are properly packaged, labeled, and documented for delivery.
- Maintain accurate inventory records of all parts and materials. Update the inventory system regularly, including recording receipts, transfers, and adjustments.
- Receive and process internal requests for parts and materials. Locate items in the inventory, prepare them for shipment, and ensure timely delivery to the requesting department. Coordinate with other departments to prioritize and fulfill urgent requests.
- Generate shipping and receiving documentation, such as packing lists, bills of lading, and delivery receipts. Maintain organized and up-to-date records of all shipping and receiving activities.
- Collaborate with internal departments, including production, purchasing, and quality control, to ensure timely delivery and resolution of any issues or discrepancies. Coordinate with external vendors and logistics providers to arrange pickups and deliveries.
- Inspect incoming parts and materials for damage, defects, or discrepancies. Report any issues to the appropriate department and follow established procedures for returning or replacing faulty items.
- Adhere to all relevant shipping and receiving regulations, including hazardous material handling and transportation guidelines. Maintain a safe and clean work environment, following proper procedures for handling, storing, and disposing of materials.

Required Skills/Abilities:

- High school diploma or equivalent
- Previous experience in a similar shipping and receiving role, preferably in a manufacturing or warehouse environment.
- Proficiency in using computerized inventory management systems and shipping software.
- Strong attention to detail and accuracy in documentation and record-keeping.
- Excellent organizational and time management skills to prioritize tasks and meet deadlines.
- Effective communication skills, both written and verbal, for coordinating with internal departments and external vendors.
- Ability to work independently with minimal supervision as well as collaboratively in a team-oriented environment.
- Knowledge of shipping regulations, safety procedures, and best practices in warehouse operations.



Physical Requirements:

- Able to lift 75 lbs
- Able to drive or learn to drive forklift
- Must wear safety gear, such as goggles and gloves, when handling box cutters or similar tools.

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.

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

Printed Name

Candidate's Signature

Date