

## Part Sales Representative

In 1985, Mike and Kim Crabb founded Diamond C with a small team and a big dream. Over the years, the company has grown significantly, now employing over 900 team members. Diamond C remains a family-owned and operated business, with a strong emphasis on our foundational “Do Work, Love Strong” culture, which is based in Mt. Pleasant, TX.

We are unwavering in our commitment to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. Our purpose is to fuel the growth and success of our team members, customers, and community. We're dedicated to being a positive force for change and using our expertise to make a meaningful impact on our community abroad. This role is located in Mount Pleasant, TX 75455

### Purpose:

In this role, you will assist dealers and end users with parts purchases. Handle calls both inbound and outbound. Participate in staff meetings. To be a successful Parts Sales Representative, you should possess and maintain Diamond C's high standard of customer service. Ultimately, a top-notch Parts Sales Representative should be able to display extensive knowledge of great management systems and have excellent analytical skills. Reporting will be required.

### Shift & Schedule:

Monday-Friday 8:00am-5:00pm

### Responsibilities:

- Resolves minor processing problems; seeks assistance from supervisor or other appropriate staff for issues beyond immediate expertise.
- Check and reduce back-logs on Delmia Dashboards
- Delmia Sales and Work Order Processing
- Communicating diligently to solve issues with shipping department
- Assist with inventory management
- Forecasting
- Communicate with dealers and end users
- Receive and handle inbound and outbound calls
- Building of dealer relationships/Visits
- Work alongside the procurement team on drop ship updates.

### Qualifications:

- Organizational and logistics skills
- Strong attention to detail
- Data analysis
- Interpersonal ability
- Ability to apply structured problem-solving methodologies
- Provide effective countermeasures
- Excellent verbal and written communication skills

# OFFICE POSITION



## Benefits:

- Medical
- Dental
- Vision
- Long and Short Term Disability
- Employer Paid 25K Life Insurance
- Other Supplemental Policies
- Physical Wellness Program
- Paid Maternal/Paternal Leave
- Tuition Reimbursement Program
- 401(k) & Company Match
- Scholarship