



DATA ENTRY CLERK

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

Shift & Schedule: MON-FRI 7:00AM-4:30PM

Responsibilities:

- Enter data into VIN-EZE program, create new and reprint VIN tags for dealers.
- Create Manufacturer's Statement of Origin (MSO) paperwork.
- Prep load documents for daily shipments.
- Maintain Dealer Portal requests for trailer documents.
- Use DMV portal to create Temp Tags for customer purchased trailers.
- Maintains confidentiality of sensitive information.
- Performs other related duties as assigned.

Qualifications:

- Data entry experience is preferred
- Excellent and precise data entry and typing skills.
- Good organizational skills and attention to detail.
- Ability to keep information confidential.
- Ability to work independently or with a team.

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

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:

Print Name: _____

Date: _____

Signature: _____

**OFFICE
POSITION**

