



Picker/Packer

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: 8:00am-4:30pm Monday-Friday

Responsibilities:

- Pulls parts and product using predetermined locations and quantities provided on the pick ticket.
- Prepares pulled product on push carts, mobile carts or pallets and transfers them to the Distribution Center checkpoint.
- Reviews shipments for quality and accuracy; reviews accompanying documents for accuracy.
- Assists in properly packaging parts using bubble wrap, paper, foam void fill and boxes to ensure safe transit.
- Addresses or communicates any inventory concerns to Warehouse Lead or Supervisor
- Generates shipping documents such as packing lists and bills of lading using TMS.
- Performs all duties and responsibilities while following safety policies and best practices. Reports any Safety concerns to the Distribution Center Manager.
- Performs other related duties as assigned.

Qualifications:

- Excellent attention to detail
- Good math and communication skills.
- Must be able to operate a manual pallet jack.
- Basic computer skills required.
- Efficient time management skills.
- At least two years of related experience required.

Physical Requirements:

- Must be able to work in a NON- Climate controlled environment
- Must be able to lift up to 50 pounds at a time.
- Must be able to stand for long periods of time.
- Must wear safety gear, such as glasses, gloves, ear plugs and steel toe boots.

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

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

Print Name: _____

Date: _____

Signature: _____