



PRODUCTION SCHEDULER

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 Vary: Day, Monday-Thursday 5:00a-3:30p

The Production Scheduler will collaborate with operations leadership to maintain daily and weekly production schedules. Coordinates the strategic organization and arrangement of work orders to efficiently utilize the same raw materials. This position typically spends 75% of work time on the production floor and 25% of work time in an office environment.

Responsibilities:

- Assist planners in material exception review.
- Collaborate with production leaders to facilitate fabrication schedule for sub assembly components. Ensure material is staged in correct production, shipping, and receiving areas.
- Transfer material to correct inventory locations within the ERP system.
- Nest work orders in steel processing for efficient production
- Anticipate material supply / production constraints and provide feedback to the planners.
- Provide reports on production order status and completion.
- Responsible for expediting required materials through the manufacturing process to satisfy internal customer delivery deadlines.
- May be required to move materials via forklift within various production locations.

Skills and Qualifications:

- Minimum 5 years manufacturing environment.
- Holds or can acquire a forklift certification.
- Process oriented.
- Able to navigate computer software
- Fluency in Spanish is preferred.
- Multi-site operations.

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.

Print Name: _____

Date: _____

Signature: _____