

## RECEIVING INSPECTOR

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.

### **Purpose:**

A Receiving Inspector is responsible for ensuring that all incoming materials, products, and components meet specified quality standards and comply with company regulations. The role involves careful inspection, documentation, and communication to maintain product integrity and safety. The responsibilities of a Receiving Inspector include:

### **Inspection of Incoming Goods:**

- Conduct thorough inspections of received materials and components to verify compliance with specifications, including dimensions, weight, and appearance.
- Use measuring tools and equipment as necessary.

### **Documentation:**

- Maintain accurate records of inspections, including any discrepancies or defects found.
- Document and report findings to appropriate team members and update inventory systems as required.

### **Quality Assurance:**

- Collaborate with quality assurance teams to develop and implement quality control procedures.
- Assist in the establishment of acceptance criteria for incoming materials.

### **Communication:**

- Communicate with suppliers and internal teams regarding quality issues, discrepancies, and returns.
- Ensure that all stakeholders are informed of any potential impacts on production schedules.

### **Inventory Management:**

- Support Receiving Organization in the verification receipt of supplier product utilizing the applicable Delmia functions.
- Assist in managing inventory levels by ensuring that received goods are properly logged and stored.
- Help maintain an organized and efficient receiving area.

### **Compliance:**

- Ensure compliance with safety regulations and company policies during the receiving process. Participate in training and continuous improvement initiatives related to quality and safety.

### **Problem Solving:**

- Identify and address quality issues promptly.
- Work collaboratively with other departments to resolve discrepancies and improve processes.

**Qualifications:**

Ability to work in both indoor and outdoor environments  
Ability to read and interpret drawings  
Ability to perform blueprint math in both decimal and fraction format  
Good verbal and written communication skills  
Strong attention to detail and analytical skills  
The ability to safely lift up to 35 pounds  
Able to work efficiently in a team environment  
Effective communication including English proficiency

**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: \_\_\_\_\_