



DOCUMENT CONTROL TECHNICIAN

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:

The Document Control Technician is responsible for managing, organizing, and maintaining critical documentation related to manufacturing processes, quality control, and compliance. This role ensures that all documents are up to date, properly stored, and compliant with company policies, regulatory standards, and industry requirements.

This is an onsite position scheduled Mon-Fri 8:00am-5:00pm

Responsibilities:

- Maintain and control manufacturing documentation, including standard operating procedures (SOPs), work instructions, specifications, and quality records.
- Ensure all documents are properly formatted, reviewed, approved, and distributed according to company and regulatory guidelines.
- Manage document change requests, revisions, and approvals through electronic document management systems (EDMS).
- Conduct audits of document control processes to ensure compliance with ISO, IATF, and other relevant regulatory standards.
- Support engineering, production, and quality teams by providing up-to-date documentation and ensuring version control.
- Archive, retrieve, and track historical records to ensure document traceability and compliance.
- Assist in training employees on document control procedures and best practices.
- Collaborate with internal teams to streamline document workflows and improve document management efficiency.
- Generate reports and summaries related to document control activities for management review.
- Ensure confidentiality and security of all controlled documents.

Qualifications:

- Computer proficiency including Microsoft Word/Google Docs, Microsoft Excel/Google Sheets, and Microsoft Powerpoint/Google Slides.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills.
- English proficiency including the ability to prepare documents in the English language.
- Familiarity with Lean Manufacturing or Six Sigma principles is a plus.

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

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: _____