

BUYER / PLANNER

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

Purpose:

At Diamond C, our purpose is to fuel the growth and success of our team-members, customers, and community abroad. We're committed to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. In this role, you will be responsible for planning and purchasing parts for a specific category. The role will build effective relationships with dealers across the nation and have a strong focus on our foundational “Do Work, Love Strong” culture.

Shift & Schedule: Monday-Friday 8:00am-5:00pm (ON-SITE)

Exemption Status: Exempt (analytical role requiring independent decision-making).

Responsibilities:

- Develop and implement daily and weekly purchasing requirements based on the Production Schedule and MRP Exception Messages.
- Issue, communicate, & track PO acknowledgments and PO On Time Delivery, track down past due POs.
- Work with the Inventory Team to support and identify cycle count needs, ultimately improving inventory accuracy.
- Communicate and report to the leadership team regarding existing orders, challenges, and production forecasting.

Qualifications:

- Ability to do Purchase Order Printing, Processing, & Completions.
- Have a thorough understanding of Inventory Analysis.
- Ability to work with ethical conduct towards teams by effective communication.
- Ability to provide forecasts to suppliers and calculate safety stock levels
- Excellent organizational skills and attention to detail.
- MRP Experience required.
- Trailer and Parts knowledge is preferred, but not required.

Benefits:

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| • Medical | • Physical Wellness Program |
| • Dental | • Paid Maternal/Paternal Leave |
| • Vision | • Tuition Reimbursement Program |
| • Long and Short Term Disability | • 401(k) & Company Match |
| • Employer Paid 25K Life Insurance | • Scholarship |
| • Other Supplemental Policies | |