

TOOLING AND INVENTORY COORDINATOR

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

Responsibilities:

- Issue, receive, and track tools, dies, and equipment to production personnel across designated locations.
- Maintain and track tooling and consumable inventories using inventory logs or digital systems.
- Conduct regular cycle counts, resolve inventory discrepancies, and ensure accurate stock levels.
- Monitor tooling condition and usage for proactive replacement and to ensure all tools are safe and production-ready.
- Organize and maintain a clean, safe, and well-labeled tool room with efficient storage and access.
- Create and manage purchase orders (POs) for tooling, supplies, and chemicals using an online procurement system (e.g., ERP platform).
- Submit PO requests and complete ordering processes for designated locations.
- Track and follow up on all open POs to ensure on-time deliveries for each location.
- Coordinate closely with vendors and internal departments to maintain consistent and timely supply flow.
- Maintain strong working relationships with vendors and suppliers to support reliability and cost-efficiency.
- Communicate regularly with designated site leaders to ensure each location has the tools, materials, and chemicals needed to meet daily production demands.
- Restock incoming supplies and manage on-site storage to support uninterrupted operations.
- Assist with tool calibration and participate in safety and compliance audits as needed.
- Follow all safety procedures and support company standards for manufacturing and maintenance operations.

Qualifications:

- Strong organizational skills and attention to detail.
- Basic mechanical knowledge and familiarity with hand tools and power tools.
- Ability to use a computer for inventory tracking and communication.
- Ability to lift up to 50 lbs and work in a manufacturing environment.
- Prior experience in a tool crib/tool room or similar environment.
- Experience in trailer, automotive, or heavy equipment manufacturing.
- Familiarity with CMMS or inventory management systems.

Working Conditions:

- Work performed in a manufacturing environment with exposure to noise, dust, and temperature changes.
- Standing, walking, lifting, and bending for extended periods.

Benefits:

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| • Medical | • Other Supplemental Policies |
| • Dental | • Physical Wellness Program |
| • Vision | • Paid Parental Leave |
| • Long and Short Term Disability | • Tuition Reimbursement Program |
| • Employer Paid 25K Life Insurance | • 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: _____