

# OFFICE POSITION



## BOMs SPECIALIST

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:

As the BOM Specialist you will be responsible for the creation of bills of material for trailers and their sub-assemblies, creating and updating part numbers, performing routine plant audits to ensure data integrity. In addition this role will collaborate with the product design team to maintain the CAD Configurations at the heart of our document control structure. The role will build effective relationships with leaders across the Operations, Engineering, and IT functions.

### Responsibilities:

- Create and input BOMs for new assemblies into our ERP & Configuration Control Systems.
- Regularly maintain and update Bills of Material to capture engineering changes, procurement or supplier changes, or encompass general updates.
- Review internal trailer CAD Configurations & Drawings, and validate production processes selection to produce an accurate bill of materials list.
- Sales Order Entry: Configuration Creation and BOM Validation at time of Sales Order.
- Develops and maintains part numbers, records, and documentation of production materials.
- Assists in the review of cost analysis by providing material, labor, and overhead estimated costs incurred in the production or assembly of parts, sub-assemblies, and finished products.
- Collaborates with the Product Design, Sales, Production and Supply Chain teams on Product Lifecycle Management of sub-assemblies and parts. Supports the phase-in & phase-out process.
- Collaborates with members of the production and product design teams to ensure Diamond C documentation matches the real-world configuration of trailer designs on the assembly line.
- Perform routine Engineering BOM vs. actual build audits, note and communicate significant errors to appropriate personnel, and update necessary information.
- Support development and enforcement of policies and procedures for records/data management systems.
- Collaborate with IT, Engineering, Purchasing, Inventory, Sales, Production and QA teams to ensure data integrity.

### Qualifications:

- Detail oriented individual who will prioritize and advocate for data accuracy.
- 2-3 years of related BOM management, ERP systems, or record keeping, preferred.
- Experience with Manufacturing BOMs.
- Comfortable reading and understanding Engineering Drawings, and Change Notices.
- Proficient enough in CAD to open and review Solidworks Part and Assembly files, is a plus.
- Familiarity with structural materials, welded assembly manufacturing, and sheet metal components is a plus.
- Bachelor's degree preferred but not required.

### Benefits:

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