



Gulf Coast Modification, L.P.  
1801 S 16<sup>th</sup> St.  
La Porte TX 77571  
Tel: (713) 896-3000  
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**Position: Shipping & Receiving Associate**

**Reports to: Site Supervisor**

**Duties and Responsibilities**

**Receiving**

- Review all incoming Orders/Purchase Orders from customers for discrepancies
- Perform visual inspection on valves
- Receive product into Modman and forward to sales for order entry
- Receive raw material
- Stamp incoming valves and prepare for production
- Significant overtime work required

**Shipping**

- Prepares orders for shipping including end protectors, touch up paint, tagging, palletizing, and wrapping
- Reviews and ensures all paperwork is prepared and included with shipment
- Coordination of third-party freight and will call orders
- Use of forklift (propane and standing electric) and other warehouse equipment
- Loading and unloading of trucks
- Significant overtime work required

**Knowledge, Skills, and Abilities**

- Ability to stand, crouch, bend for 8-hour shifts
- Must be able to lift 40 Lbs. on occasion
- Basic computer skills
- Material handling
- Operate a forklift
- Problem solving skills
- Ability to work as a team
- Strong attention to detail
- Excellent written and verbal communication

**Education and Qualifications**

- High school or GED required (or equivalent)
- Forklift Operator Experience and/or Training Course
- Must be able to speak & write in English