



Gulf Coast Modification, L.P.  
22806 Northwest Lake Drive  
Houston, Texas 77095  
Tel: (713) 896-3000  
Fax: (713) 896-0683

**Position: Receiving Associate**

**Reports to: Department Supervisor**

### **Duties and Responsibilities**

#### **Receiving**

- Reviews all incoming orders from customers for discrepancies.
- Unload trucks and move to appropriate department as needed
- Identify customer supplied material with customer PO during receiving process
- Perform inspection on all inbound material ( overage, shortage , damage)
- Perform detailed inspection on interior and exterior of valves
- Break down shipments (crates / Pallets) for inspection
- Fill out written inspection report noting all details of valves / material
- Receive product into Modman and forwards to sales for order entry.
- Receive and verify raw materials on inbound truck.
- Move to Raw material to Raw receiving area
- Stamp incoming valves using bar code scanner / hand held marking gun and prepare for production.

### **Knowledge, Skills and Abilities**

- Ability to stand, crouch, bend for 8 hour shifts
- Must be able lift up to 40 Lbs on occasion
- Basic computer skills  
Experience in material handling
- Experience operating 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 Training Course