



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

**Position: Shipping & Receiving Associate**

**Reports to: Department Supervisor**

### Summary

The Shipping & Receiving Associate must have experience palletizing, crating and prepping orders to ship. There is a large array of duties for the person in this position including but not limited to, using components to build pallets, repair pallets, create pallet components, painting, shrink wrapping and operating a forklift and pallet jack.

### Duties and Responsibilities

#### **Shipping**

- Modman computer system including but not limited to Workstation Logs.
- Prepares orders for Final Inspection: end protectors, touch up and complete repaint, tagging, applying rust inhibitor on unpainted machined parts, stamping of material, some grinding, drilling, and riveting tags.
- Prepares work order packet and related QA paperwork for Final Inspection.
- Use of forklift, pallet jack and other warehouse equipment.
- Use of skill saw, chop saw, nail gun and tape measure related to pallet building and crating.
- Builds large pallets, crates large valves, band and block utilizing wood and nail guns.
- Loading and unloading of trucks.
- Performs other duties as assigned.
- Significant overtime and weekend work required.

#### **Receiving**

- Reviews all incoming Purchase orders from customers for discrepancies.
- Performs visual inspection on valves for OS&D.
- Receives product into Modman and forwards to sales for order entry.
- Generates receiving reports in Modman for Valve ID Generation.
- Reviews work order for modification to determine the correct area to stamp valve parts.
- Stamps incoming valves and prepares for production.
- Distribution of work orders to Shop departments according to Modification requirements.
- Performs other duties as assigned.
- Significant overtime and weekend work required.

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

- Experience building pallets.
- Must be able to work in a fast paced environment.
- 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.
- Experience operating a pallet jack.
- Problem solving skills.
- Ability to work in a team.
- Strong attention to detail.
- Excellent written and verbal communication.

### **Education and Qualifications**

- High School or GED required.
- Forklift Operator Training Course.
- Must be able to speak & write in English.
- Bilingual in Spanish a plus.
- Experience in the valve industry is a plus.