



Flowco Production Solutions is artificial lift. It's all we do. All day. Everyday. Founded and operated by the pioneers of the oil and gas artificial lift industry, Flowco is redefining well "optimization" with the very latest in USA manufactured gas lift and plunger lift technologies and delivering unrivaled customer support wherever and whenever you need it.

## SHIPPING RECEIVING CLERK JOB DESCRIPTION

### Job Summary:

We are seeking a motivated individual to join our company as a Shipping and Receiving Clerk. As part of our team, you oversee and document the receiving of packages, parcels, and supplies, store items in the appropriate areas, and prepare items for shipping. This is a position that requires a highly organized personality. You must pay close attention to small details while managing the logistics of a high volume of items entering and leaving the facility. You must be able to lift up to fifty pounds unaided and be able to bend, crouch, and lift items throughout your shift.

### Duties/Responsibilities

- Accept and document packages and deliveries made to the facility
- Store Items received in appropriate storage areas, documenting any changes
- Prepare Items for shipping, noting item contents, delivery methods, and other logistical details
- Identify and resolve shipping, storage, or receiving discrepancies as they arise.
- Collaborates and communicates with others involved in the shipment and receipts of products
- Promptly unload trucks and deliveries and sorts and stocks receivables
- Engages with a positive attitude
- Maintain a clearly organized workspace
- Performs other related duties as assigned

### Required Skills/Abilities:

- Proficient in Microsoft Office Suite or related software (SysPro) as necessary to complete logs or records.
- Scanning and sorting incoming and outgoing stock
- Receiving, stocking, stacking

- Pulling, packing, loading, and unloading
- Good written and verbal communication skills
- Strong sense of time organization and urgency
- Able to work independently and within a team

#### Education and Experience:

- High school diploma, GED, or equivalent
- Forklift experience and certification
- Minimum 1-year experience in UPS WorldShip and Freight BOLs preferred
- Minimum 3 years shipping and receiving experience preferred
- Minimum 5 years fulltime employment history required
- Exceptional organizational skills

#### Physical Requirements:

- Prolonged periods standing, walking, and performing repetitive tasks.
- Must be able to lift up to 50 pounds at a time.
- Must wear safety gloves, ear, and eye protection. Other protective gear as directed.