



**Repair Expediter**  
**TOTAL VALVE SYSTEMS**  
Email Resume to [hr@totalvalve.com](mailto:hr@totalvalve.com)

Well-established Valve Company with offices in Oklahoma, Nebraska and Texas seeking experienced Repair Expediter candidates.

*Total Valve Systems has been in operation since 1983.  
We engineer, sell, and service products that measure and control flow, pressure, level, etc.  
to multifaceted businesses.*

**Job Title**

- Repair Expediter – Total Valve Systems

**Job Details**

- Create work orders
- Works with the technicians to order items as required
- Build/Assemble/Repair valves when needed
- Fast team member for pulling inventory items
- Tags, places valves on a pallets to prepare for shipping
- Sets up deliveries
- Various other duties as needed to ensure valves ship on time

**Experience**

- 5+ years related industry experience

**Education**

- HS graduate +

**Qualifications**

- Must be able to work & travel in Non Smoking environment
- Must have proper employment identification
- Pass physical and random drug testing
- Clean DMV & Valid driver's license
- Reside in territory (no exceptions)

**Skills and Requirements**

- Exceptional candidates of high character and integrity
- Neat, clean, detail oriented, and quality conscious
- Self-motivated, initiative, meets deadlines
- Excellent organizational and prioritization skills
- Strong communication, writing and verbal
- Highly Proficient computer skills (Word, Excel)
- Must have verifiable employment and references
- Proven track record of success in same or similar industry

**Benefits & Compensation**

- Comprehensive benefits package
- 401(k) Profit Sharing, EAP