Downloaded from <https://www.velvetjobs.com/job-descriptions/forklift-operators>

# Example of Forklift Operators Job Description

Our company is looking to fill the role of forklift operators. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for forklift operators

* Safely picks, wraps, counts, weighs, inventories or tags products and material
* Properly stages material with designated areas
* Inspects material handling equipment
* Inspects trailers prior to loading or unloading freight
* Forklift loading and unloading most of the shift
* Able to lift up to 40lbs consistently
* Retrieves supplies and materials by studying specifications
* Clears production area by securing and moving finished pallets
* Maintains safe work environment by watching out for foot traffic
* Keeps forklift operating by following operating instructions

## Qualifications for forklift operators

* Have good attention to detail and be able to maintain concentration over a long period of time
* Must be flexible in "timely" transactions when moved to different work areas throughout the day while
* This position requires employment verification, 2 references, successful completion of a background check and drug test
* Forklift Certification (Will need to show proof)
* Stand-up forklift experience
* Ability to work overtime/weekends as needed