



# Example of Forklift Job Description

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Our growing company is looking to fill the role of forklift. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for forklift

- Minimum 6 months experience on sit down and stand up reach forklifts
- Packing & labeling
- Replenishing into inventory
- Receive and stow incoming shipments to correct departments
- Adhere to all policy and safety regulations within the warehouse environment
- Perform other general duties as directed
- Minimum 6 months experience on sit down, stand up reach, and the clamp attachments
- Using sound forklift practices safely load/unload material from trailers and trucks
- Must be flexible in the daily transition when changing to different work areas
- Prepare products and materials for shipment

## Qualifications for forklift

- Flexible to work overtime if necessary
- Are capable of lifting up to 50lbs
- Execute picks for internal delivery to production cells
- Pack, load and unload a variety of conveyances
- Conduct audits for Inventory, 5S and Safety
- Move material within the warehouse and manufacturing plant