



Example of Forklift Job Description

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Our company is looking for a forklift. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for forklift

- Track and record units of materials handled
- Ability to work alone with a team
- Assist with any additional tasks as requested
- Maintaining accurate location of stock in storage area using paper documentation and computers
- Adhering to daily production schedule, making recommendations, when necessary, to optimize the schedule and meet cost, quality, delivery and service goals
- Assisting in other departments including shipping/receiving
- Loading & unloading responsibilities
- Complying with all company policies and procedures, including safety
- Ensure that the Material Handling Equipment (MHE) is maintained
- Packing finished products

Qualifications for forklift

- Complete daily inspections and record any unsafe conditions on power industrial equipment
- Operate RF Smart scanner
- Problem solve issues that arise using root cause counter measures
- Must be able to work independently and also with team
- Must be able to wear Personal Protective Equipment (PPE) as required by work area, such as safety glasses

warehouse industry