



Example of Forklift Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Order fulfil
- Driving a sit down forklift, and pulling orders
- Matching product up with pick tickets
- Staging products for shipments
- Loading, and unloading pallets on a truck
- Loading, unloading, shipping and receiving warehouse items
- Transporting materials to different locations within the facility
- Optimizing loads to ensure operational efficiency
- Securing loads to machine before transportation
- Inspecting for damages to vehicles

Qualifications for forklift

- Schedule daily pick-ups of the day's shipments by carriers
- Distribute, daily, to Accounting, Inventory Control and all other recipients, their copies of each of the individual shipping orders processed on the previous work day
- Receive and document receipts of both inventory and non-inventory items in accordance with established company procedures
- Carry out other assignments as directed by the Manager, Inventory Control and Production Planning
- Forklift is a plus
- Position requires reaching above shoulder height, twisting and turning,

