



Example of Lift Truck Operator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a lift truck operator. 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 lift truck operator

- Must be able to be flexible and adapt quickly when daily plan changes
- Must be able to read, write, communicate and comprehend effectively
- Must possess the ability to follow instructions and be a team player
- Must be reliable and safety-oriented
- Ensure waybills are signed and dated by drivers
- Receive inbound container notifications from Plant Manager and/or inbound shipping clerk and make sure these are communicated to lift-truck drivers
- Daily communication with carriers to ensure accurate and timely shipments
- Communicate appropriately with Customer Service and Accounting to ensure accurate and timely flow of information
- Make sure Plant Manager is promptly advised of any unusual events or situations that need to be addressed
- Meticulous maintenance of files with shipping documents (Bills of lading, loading lists,) This is a crucial task to ensure proper and timely claims handling

Qualifications for lift truck operator

- Works on wet surfaces
- Is exposed to loud noise, fumes and/or toxic chemicals
- Works near moving, mechanical parts and lift truck traffic
- Assemble, load, and/or unload materials to designated area using

- Receive and understand material movement orders
- Cycle counting support