



Example of Warehouse Forklift Operator Job Description

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Our innovative and growing company is hiring for a warehouse forklift 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 warehouse forklift operator

- Complete and submit required paperwork thoroughly, accurately and timely
- Achieve performance levels as set by Warehouse Department
- Keep loading areas clean and orderly at all times and perform other housekeeping duties as assigned
- Work overtime as needed to complete assigned duties
- Must be able to operate powered material handling equipment (order picker, pallet jack,) safely
- Must be able to meet department productivity KPI standards
- Properly stretch wrap all pallets goods to be shipped using a stretch wrap machine
- Performs other tasks and duties as needed upon request by manager
- Warehouse Technician maintains warehouses at 3 plants with a combined inventory of approximately 70,000 items
- Provide 24 hour parts assistance to maintenance personnel at warehouses

Qualifications for warehouse forklift operator

- Can understand and carry out simple verbal and written instructions
- Comfortable making routine decisions based on established practices and technical procedures
- Able to work under close supervision or independently

- Must have scan gun and forklift experience