



Example of Warehouse Forklift Operator Job Description

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

Responsibilities for warehouse forklift operator

- Will be member of 4 person team to work 12-hour rotating shifts
- All personnel are required to work days, nights, weekends and holidays
- Promptly answer telephones and provide assistance as required by plant partners
- Communicate in a timely manner with both manager and contract company supervision any issue which may affect your ability to perform your job, scheduling of vacation, illness, shift swaps, conflicts with co-workers
- Initiate and process all warehouse transactions as they relate to the job role, issuance of parts, returns, bin location changes
- Fill all part orders in a prompt manner
- The work members on duty are expected to coordinate all breaks in such a manner that customer service remains uninterrupted
- Perform receiving functions as required
- Participate in cycle counting activities
- Provide coverage at other MRO locations as needed

Qualifications for warehouse forklift operator

- Manufacturing experience and skills required
- Must pass visual acuity and depth perception exams
- Must be able to maintain legible records and reports associated with job
- Ability to stoop, bend, reach, walk and climb

