



Example of Warehouse Forklift Operator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of warehouse forklift operator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for warehouse forklift operator

- Must have good math skills, organizational skills, attention to detail, and mechanical abilities
- Knowledge of common hand and power tools
- 4 weeks of vacation per year
- Opportunity to receive up to a 5% annual bonus based on your total wages
- Full medical, dental and vision coverage
- Leverage your attention-to-detail to receive and store product, pick and pack product for shipment, and ship orders to meet customer expectations
- With documentation being a key standard, you will create and/or ensure appropriate documentation is completed for orders while also reconciling inventory and even, from time to time, perform cycle counts and data entry functions as assigned
- Your mechanical operation prowess may be exercised in this role if you are interested in and willing to operate powered industrial equipment such as power jacks, forklifts, and/or reach trucks
- Be counted on to impact our customers in a positive manner
- Be asked to lift up to 50 lbs, multiple times during an 8-hour shift

Qualifications for warehouse forklift operator

- Must have previous sit-down forklift experience (6 months minimum)
- Must provide references to verify forklift operator experience

- Ability to recognize conditions or situations that would have a negative impact on customer service or facility operations and take appropriate follow-up action
- Must be able to manually move and stack material weighing up to 55 pounds
- Ability to handle numbers and basic math