

Job Description
Forklift Driver / Material Handler

Department **Materials Management**

Reports to **Stores Supervisor**

Position Title: **Forklift Driver / Material Handler**

Position Description:

Unload and load trucks, deliver to correct department, move raw materials to production line and/or stores Stage material for quality inspection, initial visual inspection for freight damage, verify bill of lading(BOL) and sign BOL, trash and scrap removal.

Minimum Requirements:

Must be able to read, write and understand English. Required math skills include the ability to accurately count, multiply, divide, add and subtract. Works from instruction sheets and verbal instructions to support production department and shipping department. Must be capable of frequent lifting of components weighing up to 40 – 50 pounds.

Minimum Experience:

Must have forklift certification, valid driver's license, and work in manufacturing or distribution setting. High School diploma or equivalent.