

# Forklift Truck Driver Job Description Template

We are looking for technically skilled candidates with excellent attention to detail for the position of Forklift Operator. Forklift Operators are responsible for loading and unloading items for delivery, optimise loads to ensure efficiency, schedule vehicle maintenance and repairs and managing inventory using RF scanner, among other duties. Forklift Operators will need to transport valuable items, requiring diligence and good hand eye coordination.

## Key Responsibilities:

- Load and unload vehicles with the correct items for delivery
- Transport materials to different locations within the facility
- Optimise loads to ensure efficiency
- Secure loads to machine before transportation
- Inspect vehicles damages and schedule appropriate repairs and maintenance
- Operate and manage technical equipment
- Manage inventory using RF scanners
- Pick and wrap shipment orders
- Identify safety hazards
- Adhere to company safety standards
- Adhere to production schedules

## Personal Specification:

- Valid fork-lifting certification
- Excellent hand eye coordination
- Experience operating technical machinery and RF scanners
- Good physical condition
- Good organisational skills
- Attention to detail
- Excellent verbal and written communication skills