

JOB TITLE: Forklift Driver

MAIN DUTIES/RESPONSIBILITIES

- Manoeuvring forklifts safely in busy industrial environment
- Safely stacking and unstacking large quantities of goods onto shelves or pallets
- Moving goods from storage areas to loading areas for transport
- Unloading deliveries and safely relocating the goods to their designated storage areas
- Ensuring that forklift driving areas are free from spills or obstructions
- Regularly checking forklift equipment for faults or damages
- Using industrial plastic wraps and wooden pallets to safely stack and package goods for transport
- Consolidating partial pallets for incoming good
- Keeping up to date on health and safety requirements and forklift operating procedures
- To carry out any lawful and reasonable direction from company management

SKILLS & EXPERIENCE

- Ability to work long shifts in cramped, loud and potentially hazardous industrial environment
- Ability to work well in a team with other staff, such as Pick Up Drivers or Shed Hands, to coordinate the movement of goods
- Knowledge of warehouse health and safety requirements
- Knowledge of industrial storage procedures, such as the correct way to stack pallets on top of one another
- Ability to itemise and record stock for inventories
- Accredited forklift operating licence from an industry-recognised body
- Minimum of 2 years of experience working in a warehouse, farm or on a construction site operating forklifts, heavy goods vehicles or other industrial machinery; or 2 years of experience working in similar industrial settings, such as handling baggage at airports or unloading deliveries at supermarkets.

QUALIFICATIONS

- Forklift Truck Operation Licence (LF)

KEY ATTRIBUTES

- Strong safety-first mindset,
- High attention to detail,
- Professional presentation and hygiene standards,
- Reliable and responsible operator.

PERFORMANCE GOALS

- Zero workplace incidents
- Complete administration tasks on time
- Deal with clients, suppliers and other employees professionally at all times
- Ensure warehouse is clean and presentable at all times