



Job Description

Job Title	Upright Forklift Driver	Location	Suwanee, GA Warehouse
Department	Warehouse	Immediate Supervisor	Receiving or Shipping Manager

Position Summary

Responsible for driving Upright Forklift to move parts throughout the warehouse. Also responsible for using Hand-Held Computer to scan parts being transferred to alternate locations.

Position Responsibilities

1. Drive Upright Forklift
2. Scan parts with Hand-Held Computer to identify product location
3. Transfer parts to different locations using an upright forklift
4. Any other assignment by supervisor

Position Education and Skills Requirements

Education: High School or equivalent work experience

Work Experience: 1 – 2 years Sit /Upright Forklift driving experience

Required / Preferred Skills:

- Certified Upright Forklift driver
- Dependable and prompt
- Work well with little supervision and able to work with others.
- Able to understand written material and basic math

Physical Requirements: Be able to lift 50 pounds. Be able to stand for long periods.

Limitations and Disclaimer

The above statements are intended to describe the general nature and level of work that will be performed for the described job. They are not to be construed as a complete list of responsibilities, duties, and skills required for the position. Position requirements represent the minimum level of education, work experience, skills and/or abilities required to perform the duties of the position.