



## **FORKLIFT DRIVER**

**Job Summary:** A successful Nora Forklift Driver will be responsible for the proficient and safe use of a forklift. The Forklift Driver is required to have the necessary training and current permit to operate a forklift. The Driver will operate an electric industrial forklift to move materials to and from their designated areas. Nora Lighting Forklift drivers have many functions and responsibilities. This position requires working in different departments and assisting those departments with the use of a forklift. Drivers must have the endurance to sit and drive the forklift for long periods of time.

### **RESPONSIBILITIES AND REQUIREMENTS, BUT NOT LIMITED TO:**

#### **The Forklift Driver will safely operate a forklift to:**

- Move Materials to and from designated locations.
- refill empty rack locations with reserve stock.
- Load and unload containers.
- Stage orders or materials to facilitate their location.
- Help Pullers, Production, QC, RGA, Cycle Counters and any dept move pallets and locate materials.
- Drivers must perform a visual quality check on all inbound and outbound materials.
- Forklift Drivers must complete a weekly inspection of their forklift, fill out checklist and notify the Supervisor or Manager of any issues or safety hazards.
- Must keep the warehouse clean and organized at all times.
- Drivers are held accountable for physical movements of materials to accurately reflect transactions in database.
- Forklift drivers must notify the proper departments of any damages or shortages.
- Always follow all safety rules and regulations.
- Any other tasks or projects may be assigned by Supervisor or Manager.

#### **QUALIFICATIONS AND SKILLS, BUT NOT LIMITED TO:**

- Minimum 1 year experience (3 years preferred)
- Ability to lift up to 75 lbs
- Ability to squat, sit, stand, walk, reach consistently and daily as needed to perform all job functions
- Must be able to work in a fast paced environment
- Must be able to work in a team as well as independently
- Basic PC knowledge
- Perform different job functions within the organizations warehouse department
- Must be able to follow procedures, best practices and report unsafe and unprofessional behavior
- High School Diploma or Equivalent



## **FORKLIFT DRIVER (CONTINUED)**

### **Compensation:**

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, Vision insurance, Voluntary Life/AD&D and a 401(k) plan.

*Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.*

**We thank all candidates for applying, however only candidates selected for further consideration will be contacted.**

Nora Lighting values the unique skills and experiences of each of our candidates; recognizing that each Nora Lighting associate may help turn our efforts into building a diverse and inclusive place to work, a reality.

**Nora Lighting is a Drug-Free Workplace – All Qualified candidates are subject to drug testing**