



FORKLIFT OPERATOR

Nora Forklift Operator will be responsible for the proficient and safe use of a forklift. The Forklift Operator 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 extended periods of time and the knowledge to always perform the duties in a safe manner.

DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Move Materials to and from designated locations.
- Refill empty rack locations with reserve stock.
- Load and unload trucks with forklift
- 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 a checklist and notify the Supervisor or Manager of any issues or safety hazards.
- Must keep the warehouse clean and always organized.
- Drivers are held accountable for physical movements of materials to accurately reflect transactions in our Warehouse Management System (WMS)
- Forklift drivers must notify the proper departments of any product damage or item shortages.
- Always follow all safety rules and regulations.
- Any other tasks or projects assigned by the Supervisor or Manager.
- Immediately report any damage to forklift or company property.

REQUIRED AND ESSENTIAL SKILLS INCLUDE BUT NOT LIMITED TO:

- Minimum 1 year experience (3 years preferred)
- Ability to lift to 50 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.
- Preferred High School Diploma or Equivalent



All new hires are subject to 90-day performance probation. After the completion of the performance probationary period, performance will be reviewed and if performance is above satisfactory expectations, the employee may remain in the position.

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.

Nora Lighting is a Drug-Free Workplace – Employment is subject to passing a drug test