



Material Handling Equipment Operator

Job Description

Document
Number:

JD-WHS-15.03

Department:

Warehouse

Effective Date:

March 04, 2016

Revision No

0

I Reason for Existence

Responsible for operating a Reach Truck/Counter Balance equipment to move, locate, and relocate items for picking and/or stacking. The operator is accountable for the safe and efficient operation of the equipment and may also be required to perform Picker and checker duties.

II Immediate Leader

Warehouse Operations Supervisor

III Duties and Responsibilities

1. Unload inbound shipments safely and move product from receiving area up to bin locations by following the standard receiving and put-away process to efficiently stack and store the items in the appropriate areas.
2. Pull and prepare product for picking and/or for replenishment by following the instruction in put-away to ensure bin accuracy and availability of products prior to picking.
3. Maintain MHE (Material Handling Equipment) by reporting and noting any damage or malfunction from daily inspection activity to ensure availability of the machine at all times.

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4. Perform general physical activities in warehouse such as loading, unloading, sorting and moving items and materials by using material handling equipment to ensure that work areas such as receiving area, picking area and sorting area, are in proper order.
5. Perform any other function as assigned by his/her immediate leader.

IV Minimum Qualifications

1. Graduate of any two year course preferably business course.
2. Minimum of 1 year experience on the position or with related experience.
3. Physically fit
4. Strong attention to detail, accuracy, and accomplish job tasks in a timely manner.
5. Must have a valid Driver's license. With prior Operator Certificate.

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