

International Packaging, Inc.

Job Description: Forklift Operator | Warehouse Assistant (2nd Shift)

Forklift Operator Warehouse Assistant (2nd Shift)	
Role and Responsibilities	
<p>The Forklift Operator Warehouse Assistant will assist with the handling and transportation of material, products, tools, and equipment used during the manufacturing process in all production and shipping departments.</p>	
Responsibilities/Duties/Functions/Tasks	
<p><i>Key responsibilities include:</i></p> <ul style="list-style-type: none">• Operates forklift to move and deliver material within and around the warehouse in a safe and efficient manner.• Stage products for production run.• Organize and catalog locations of product in house.• Load and unload trucks.• Handle shipping paperwork,• Receive goods ordered.• Keep warehouse neat and organized.• Shrink wrap pallets for shipment.• Be willing and able to fill in and assist in all areas of the warehouse• Locates product in the storage racks and record the location• Moves scrap material to correct location.	
Qualifications and Education Requirements	
<ul style="list-style-type: none">• Must have valid Forklift license issued• Must have good communication skills with fellow workers.• Must be able to work with little or no supervision.• High school diploma or GED certificate, post high-school education a plus	
Preferred Skills	
<ul style="list-style-type: none">• Uses a computer to enter material transactions and may assist in inventory and cycle counts.• Inventory management experience	
Special Position Requirements:	
<ul style="list-style-type: none">• Not applicable.	
Physical Requirements:	
<ul style="list-style-type: none">• Physical ability to do work requiring movement between machines and areas.• Physical strength to lift and carry 25 pounds frequently.	