
Job Posting

Job Title: Inventory Forklift Specialist
Reports to: Inventory/Scheduling Manager
Contact: HR Dept.
Position: Seasonal/Full Time

Duties and responsibilities

- Complete forklift pre-shift inspection daily.
- Keep forklift clean and sanitize tires when needed.
- Operate quick charge station to maintain forklift battery life.
- Check with production/lead supervisor and scheduler raw material that is needed.
- Check with inventory person where to take product and lane map.
- Moving product from various locations and store.
- Lane mapping all products into corresponding lanes by description.
- Staging product for future orders and production.
- Fill in for inventory specialist in their absence.
- Other duties as directed from leads/supervisors.

Qualifications:

- Trained in Good Manufacturing Practices.
- Basic maintenance experience.
- Forklift certified.
- Work well with others and understand ShoEi inventory systems.
- Good attendance.

Skills:

- Good written and verbal skills.
- Excellent communication.
- Good record/documentation skills.
- Coordinate workflow and meet output standards.