

## Shipping & Receiving Forklift Operator

**Job Function:** Manufacturing / Operations

**Position Description:**

Shipping and Receiving Forklift Operator with experience working in a fast paced manufacturing facility using a propane powered sit-down forklift. This position is based in our Rochester, NY facility; and candidates should be willing and able to work overtime as needed, and be available to work possible weekends.

**Basic Qualifications:**

- Receive and verify completeness of shipments against bills of lading, invoices and other records.
- Prepare product for shipment including addressing of palletized orders, boxes, or crates.
- Verify all paperwork records of all materials to be shipped.
- Verify incoming freight and route incoming goods to appropriate departments.
- Load and unload incoming freight and outbound order as well as inbound and outbound outside machining orders.
- Forklift experience within the last three years in a heavy industrial manufacturing environment with propane powered forklifts to OSHA and Company standards.
- Ability to physically lift parts on and off pallets (up to 30 lbs).
- Able to work overtime, as needed.
- Ability to repeatedly bend, stoop, squat and lift
- Ability to follow all the Company's safety policies and procedures, including the ability to perform daily written inspections of the forklift, as per OSHA and Company requirements
- Employees must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.
- This position is subject to the International Traffic in Arms Regulations (ITAR) which requires U.S. Person Status. ITAR defines U.S. Person as an U.S. Citizen, U.S. Permanent Reside (i.e. 'Green Card Holder'), Political Asylee, or Refugee.

**Shift:** 2:00-10:00

**Pay:** \$13.50

All overtime one could want

**Transportation:**

On bus line

**Location:**

Rochester, NY 14611

**Pre-Employment Requirements:**

Drug Test

Background Check

Physical

- Respiratory Physical (lungs)