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| **JOB DESCRIPTION** | | |
| **COMPANY NAME:** Specdrum Ltd | | |
| **JOB TITLE: Forklift Driver** | | |
| **REPORTS TO:** Production Supervisor – Assembly of Conveyors | | |
| **JOB PURPOSE:** To transport materials to maintain an efficient production flow. | | |
| **KEY RESPONSIBILITIES:** | | |
| * To transport materials between production areas in accordance with production & delivery schedules. * To handle, store, transfer and deposit materials correctly, in designated areas, as per training and instruction. * To work with the Fitting & Stores teams to necessary materials are transferred to work stations and follow-up any missing items. * To assist with the safe unloading/loading of vehicles with incoming/outgoing goods. * To maintain a safe and well organised shed, cleaning and removing waste materials in line with the waste management procedure. * To adhere to traffic management procedures including directing traffic safely in/out of assembly areas. * To complete daily safety checks to ensure vehicle and work equipment are in good working order and submit all necessary check sheets as required per maintenance procedure. * To follow all reasonable instructions provided by Team Lead & Supervisor. * Work in accordance with relevant risk assessments and safe systems of work, as per Health & Safety training and instruction. * To comply with company policies and procedures. * Any other duties, within reason and capability, as agreed with the Fabrication Production Manager/ Senior Managers | | |
| **PERSON SPECIFICATION:** | | |
| ***Criteria*** | ***Essential*** | ***Desirable*** |
| **Qualifications/Attainments** | * Good standard of education to GCSE level or equivalent | * Valid Forklift Truck licence * CI lorry licence |
| **Relevant Experience / Knowledge** | * 2yrs+ experience of operating a Forklift Truck * Knowledge of Health & Safety requirements | * Previous experience of operating a side loader, handling large loads |
| **Skills and Competencies** | * A strong work ethic * Good organisational skills * Good communication skills * A team player * Highly motivated and desire to improve | * Operational use of Overhead Cranes |

