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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
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| **PERSON SPECIFICATION:** |
| ***Criteria*** | ***Essential*** | ***Desirable*** |
| **Qualifications/Attainments** | * Good standard of education to GCSE level or equivalent
 | * Valid Forklift Truck licence
* CI lorry licence
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| **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
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| **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
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