



**Job Title** Forklift Driver

**Report to Manager** Logistic Supervisor

**Role Purpose** The Forklift Driver is in charge of loading and unloading trucks to and from customers and suppliers

**Working Relationships Internal:** With Shift-In-charge about instructions on Delivery Note and Qty of pallets for loading to truck. Shift Schedules.

#### **Duties and responsibilities**

- To ensure safe driving and follow safety rules at all times
- Loads finished goods into the truck
- Unloads incoming deliveries of raw and packaging materials.
- To obey the instructions as passed on to him
- To follow the safety regulations of the company
- Handle the finished goods very carefully; avoid damaging the assets of the company
- Performs other assigned relevant tasks when necessary
- Ensure the forklift is checked regularly for oil and water levels

#### **Health and safety**

- Use of safety shoes and proper uniform.
- Follow safety instructions put in place to prevent workplace injuries or accidents

#### **Qualification**

- Must be minimum 10th passed and able to read English
- Must be able to communicate with his superiors
- Must have a Heavy Duty Driving License
- Must be of good moral character
- Must know how to deal with people at all levels
- Must have forklift training certificate Key Skills

**For interested candidates Please send your resumes to [HR@arabpack.com](mailto:HR@arabpack.com) – with the subject line mentioning the role that you wish to apply**