

DOUBLE *HH* MFG.®

DIVISION OF HOPE HAVEN, INC.

P.O. BOX 176 ▪ 207 WESTVIEW DRIVE ▪ ROCK VALLEY, IA 51247-0176

Material Handling/Forklift Operator

RESPONSIBILITIES AND DUTIES

1. Maintain orderly warehouse, steel storage area and outside storage areas.
2. Perform required task at the standard level of quality.
3. Assist in production areas as required, including machine operation.
4. Assist with filling work orders, packaging and shipping of finished goods.
5. Assist with inventory transactions.
6. Positive customer/vendor relations.
7. Safe and proper forklift, vehicle and crane operations.
8. Keep accurate shipping and receiving documentation.
9. Perform chip wringing and scrap removal operations.
10. Follow safety procedures and promote safety measures among coworkers.
11. Perform all other duties as assigned by Plant Manager.

PHYSICAL REQUIREMENTS

Physical ability to lift 70 pounds on a repetitive basis.

QUALIFICATIONS

1. Possess good organizational skills.
2. Available for and willingness to work flexible hours as directed by supervisor.
3. Possess valid forklift operator and crane operator licenses.
4. Good communication skills working with machining operations and receiving.
5. Basic computer skills for data entry.



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