



POSITION DESCRIPTION

POSITION TITLE: Forklift & Reach Truck Driver K5008

DEPARTMENT: Supply & Distribution

CLASSIFICATION APPROVED BY: HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Receiving Co-Ordinate/Replenishment Coordinator

POSITIONS SUPERVISED: Nil

POSITION PURPOSE

To facilitate movement of stocks within the warehouse, as well as perform loading and off-loading of merchandise during Receiving and Dispatch.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Ensure efficient unloading of stocks during receiving, put away of received stocks to storage locations, letdown of pallets during picking and loading of merchandise for dispatch to shops.
- Ensure that all stocks movements are done in a safe manner.
- Ensure that no stocks, warehouse facilities or personnel are damaged or otherwise harmed during operation of forklift vehicle.
- Ensure that all safety precautions are followed at all times before, during and after forklift operation.
- Ensure the proper cleaning and maintenance of vehicle at all times.
- Ensure the periodical maintenance of vehicles are followed for uninterrupted material handling at all times.

PERSONAL CHARACTERISTICS:

- Cooperative
- Trustworthy
- Punctual
- Presentable

PERFORMANCE MEASUREMENTS

- On time movement of stocks to required location / vehicle.
- Zero tolerance on vehicle breakdown
- Clean vehicle daily
- Zero tolerance on facilities damage from vehicle
- Zero tolerance on stock damage from the vehicle

QUALIFICATIONS\REQUIREMENTS:

- Secondary Education or above
- Valid vehicle licenses
- Minimum 2 years relevant driving experience.
- Able to speak and write English, Arabic is added advantage.



- Basic knowledge in handling RF Hand Held Terminals.

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated.

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Customer Focus - 1
- Integrity & Trust - 1
- Priority Setting & Time Management - 1
- Job Knowledge - 1
- Valuing Diversity - 1
- Interpersonal skills - 1

Department Head: Employee: