

DRIVER, FORKLIFT / REACH TRUCK

(Based in Cyberjaya)

Responsibilities:

- Engage in uploading of goods from incoming vehicles.
- Ensure that goods are arranged and stacked properly before deliver them to their assigned storage area.
- Ensure storage place are cleaned up after unloading of packing of stocks.
- Ensure that the goods arranged and stacked properly.
- Identify damages or tainted goods and report them to the superior.
- Ensure the availability of the pallets to be uploaded for safe keeping or delivery.
- Segregate damaged pallets for repairs etc.
- Ensure proper maintenance of the forklift.
- Inspect the forklift to ensure that they are safe at all times and report the need for repairs and maintenance.
- Drive the forklift safely.
- Comply with company policies and legal guidelines.
- Identify and report safety hazards in workplace to superior.
- Safeguarding and observe company policy on health and safety standards at workplace.
- Perform other related duties as assigned from superior from time to time.

Requirements:

- Candidate must possess at least a Higher Secondary/STPM/"A" Level/Pre-U, any field.
- At least 1 year(s) of working experience in the related field is required for this position.
- Applicants must be willing to work in Cyberjaya.
- Must be willing to work on Monday to Saturday.