

## FORKLIFT DRIVER

**Encore Glass** is a distributor of wine bottles focused on providing exceptional service to our customers. Located in Fairfield, CA we are seeking a **Swing Shift Forklift Driver** with exceptional problem solving skills with a passion for quality work.

### RESPONSIBILITIES:

- Loads & unloads trailers and containers
- Performs put-away movements from dock to storage locations
- Performs customer order picking functions
- Inspects and counts pallets for accurate inventory control
- Inspects for damage prior to shipping
- Verifies quantity and correctness of order
- Re-works stacks with damaged cases
- Maintains accurate inventory through directed movement and accurate paperwork completion
- Inspects Forklift at the start of each shift
- Reports any issues to supervisor
- Keeps warehouse clean
- Perform other duties and special projects as needed and assigned

### CULTURAL REQUIREMENTS:

- Resourceful, figure it out and get-it-done mentality with a track record of accuracy and exceptional quality work.
- Passionate about our company and driven to do what it takes to ensure our customer's orders are picked, packed and shipped with quality.
- Self-motivated and able to work independently and be a team player.
- Committed, reliable and hard-working with a track record of stellar attendance and punctuality.

### MINIMUM REQUIREMENTS:

- 2-3 plus years of recent experience as a forklift driver. Experience with slip-sheet, single/ double, and/ or clamp attachments a plus.
- Experience as a forklift driver handling glass ideal
- Forklift certificated
- High School Diploma or GED required
- Must work off shift from 10:30AM to 6:30PM
- Good mathematical computation skills (able to add and subtract well)
- Exceptional attention to detail with a high degree of follow through
- Highly-organized with the ability to multi-task
- Ability to work on Saturdays and over-time

Encore Glass is an equal opportunity employer. For more information, please visit our website at [www.encoreglass.com](http://www.encoreglass.com)

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements.