

Receiving/Forklift Operator – Job Summary

We are seeking a reliable and safety-conscious **Receiving/Forklift Operator** to join our team in a steel fabrication environment. This role is responsible for receiving, inspecting, and handling incoming materials, as well as operating forklifts to move and organize inventory. The ideal candidate is detail-oriented, dependable, and able to work efficiently in a fast-paced setting while maintaining strong safety and accuracy standards.

Key Responsibilities

- Receive, unload, and inspect incoming materials and shipments
- Verify quantities and materials against packing slips and purchase orders
- Safely operate forklifts and other material handling equipment
- Move, stage, and organize steel and other materials in designated areas
- Load materials for internal use or outbound shipments as needed
- Report damaged or incorrect shipments to supervisors
- Maintain accurate inventory records and assist with inventory counts
- Follow all safety procedures and company guidelines
- Keep work areas clean, organized, and free of hazards
- Collaborate with team members to support production and shipping needs
- Perform additional duties as assigned

Qualifications & Skills

- Previous forklift operation experience required (certification preferred)
- Experience in receiving, warehousing, or material handling preferred
- Ability to read and interpret packing slips and work orders
- Strong attention to detail and organizational skills
- Basic computer or inventory tracking skills preferred
- Dependable with strong work ethic and time management skills
- Commitment to maintaining a safe work environment
- Ability to work independently and use sound judgment
- Willingness to learn through hands-on training and instruction
- Ability to follow written and verbal instructions



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Physical & Work Requirements

- Ability to stand, walk, bend, and lift for extended periods
- Ability to lift and handle materials, including steel (typically up to 75+ lbs.)
- Comfortable working around heavy equipment and steel materials
- Ability to work in varying temperatures and warehouse/shop conditions
- Ability to perform physically demanding tasks in a fast-paced setting
- ***Pre-employment physical and drug screening required.***

Compensation & Benefits:

- Pay is commensurate with experience.

How to Apply:

1. Complete an application at www.rksteelinc.com/jobs.
2. Send resume and references to hr@rksteelinc.com.