

Email resumes to [jobs@insight.com](mailto:jobs@insight.com)

Location:

1600 Hunter Rd.  
Hanover Park, IL 60133

## **Role: Forklift Driver**

Pay Rate: \$19

(Light Industrial / Warehouse setting)

The forklift operator is responsible operating a fork lift for the purpose Receiving and Locating product, moving, filling customer orders and delivering them to truck line shipping in a manner that meets company standards for safety, security and productivity. The operator is accountable for the safe and efficient operation of the vehicle. Also, this position is responsible for performing a quality control check of the entire order ensuring that it is accurate. Teammates will follow all Insight policies and procedures. Each person is accountable for meeting or exceeding individual and / or departmental metrics.

What you'll do at Insight

- Load and Unload daily shipments, stage them, and store them in their areas.
- Document proper maintenance on all forklifts and input of information into computer system.
- Work Safely within our safety standards, immediately correcting or reporting any unsafe conditions as well as complying with OSHA and MSDS Standards
- Locate and process customer orders for shipment, ensuring that the correct number and type of product is picked, packed and shipped orders on PC or handheld scanning unit

What you'll need to join Insight

- High school diploma or general education degree (GED) or equivalent combination of education and experience.
- Minimum of 6 months warehouse experience and 1 year experience with Cherrypicking and/or standup Fork Lifts.
- Light to moderate lifting required - Ability to lift up to 50lbs. consistently
- Must have knowledge of receiving, warehouse and safety procedures and some computer experience
- Must have the ability to multitask with strong organization and time management skills
- Must be able to respond effectively to inquiries or complaints within a timely fashion.

Physical Demands

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to, stand, sit, walk; talk, hear, and operate a computer, telephone, keyboard and material handling equipment; reach, stoop and kneel.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required - Ability to lift up to 50 lbs. consistently
- Regular, predictable attendance is required; including quarter-driven hours as business demands dictate.

Work Environment

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in a warehouse environment which includes, but not limited to:

- Moderate noise (conveyor system, etc.)
- Ability to work safely around moving equipment such as forklifts, moving conveyors etc.
- Ability to stand for long periods of time.
- Ability to work in changing climate environments, i.e., cold during winter months and heat during summer months.