

Vistari SEZ Limited - Job description

Job details	
Job title: Forklift Operator	Line Manager title: Supervisor - Utilities
Department: Technical Services	Location: Eldoret, Kenya
Direct reports	
None	
Job summary	
The Forklift Operator operates forklifts and other material handling equipment within the textile production plant to move things like raw materials or wood. The role supports continuous operations by ensuring timely supply and removal of materials, compliance with safety procedures, and proper equipment maintenance.	
Key roles and responsibilities	
Equipment Operation & Maintenance - Assist in loading and unloading items and materials from trolleys, pallets, or machines under supervision. - Ensure materials are stacked, positioned, and handled in a manner that prevents damage or contamination. - Maintain clear and safe passageways for material movement across the production floor. - Operate the forklift according to standard operating procedures and speed limits within the plant. - Conduct daily pre-operation checks (fuel, water, tires, forks, horn, brakes, and lights) before each shift. - Report immediately any mechanical or safety issues to the Maintenance or Production Supervisor. - Keep the forklift clean, well-maintained, and parked in designated areas after use. - Assist in basic preventive maintenance tasks (e.g., topping up fluids, cleaning filters). Safety, QHSE & Compliance - Follow all Quality, Health, Safety, and Environmental (QHSE) rules and procedures within the plant. - Use Personal Protective Equipment (PPE) including reflective vests, safety shoes, gloves, and seatbelt. - Operate the forklift responsibly in production areas, maintaining full awareness of pedestrian movement and other machinery. - Participate in safety meetings, toolbox talks, and drills as required. - Support implementation of ISO 9001 (Quality), ISO 14001 (Environmental), and ISO 45001 (Occupational Health & Safety) standards. - Immediately report any incidents, near misses, or unsafe conditions. Coordination & Communication - Coordinate with Production Supervisors, Machine Operators, and Mechanics for timely movement of materials as per shift requirements. - Maintain clear communication using radios or verbal signals to avoid collisions and ensure synchronized operations. - Provide feedback to supervisors on workflow bottlenecks or materials requiring urgent transfer. Housekeeping & Continuous Improvement - Maintain high standards of cleanliness and order in the work area in line with 5S principles (Sort, Set in Order, Shine, Standardise, Sustain). - Support waste management and proper segregation of scrap or defective materials. - Participate in continuous improvement initiatives to enhance efficiency, workflow, and safety. Compliance with Vistari's Corporate Systems - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture. - Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role. - Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures, collective agreements, and statutory employment standards.	

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- Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation.
- Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the Line Manager from time to time.

Academic and professional qualifications

- Government Trade Test (Craft) Certificate, Grade I, II, or III in Motor Vehicle Mechanics, Automotive Technology, or equivalent qualification from a recognised institution.
- Valid Forklift Operator's License or Certificate from a recognised institution.
- Certificate in Occupational Safety and Health (OSH) or Industrial Safety is an added advantage.
- Certificate in Computer Applications is an added advantage.

Work experience

- Minimum of three (3) years' relevant experience preferably in a textile or industrial plant.
- Basic level proficiency in MS Office for maintenance documentation.

Technical skills and behavioural competencies

- **Operational Proficiency:** Skilled in operating forklifts safely within confined production spaces.
- **Safety Awareness:** Strong commitment to plant safety rules and zero-incident culture.
- **Attention to Detail:** Accuracy in material placement, load stability, and awareness of surroundings.
- **Teamwork & Communication:** Works cooperatively with production and maintenance teams.
- **Time Management:** Efficient in executing material transfers to minimize production delays.
- **Mechanical Aptitude:** Basic understanding of forklift functions and preventive care.
- **Adaptability:** Flexible to changing production priorities and shift schedules.
- **Integrity & Accountability:** Reliable handling of company equipment and materials.
- **Adaptability:** Ability to work under pressure and adjust to changing priorities.
- **Values and work ethic:** High integrity, ethical judgment, results-driven approach, and commitment to accountability.

Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: