



## **VECRA is seeking a Full-Time**

### **Forklift Operator**

VECRA, Inc. seeks a certified Forklift Operator to support our Warehouse Logistics and Moving Services.

#### **COMPANY DESCRIPTION**

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities & supply chain management, moving & storage services, program management and staffing support services are always:

**Vigilant \* Efficient \* Collaborative \* Responsive \* Accurate**

#### **Job Description**

The Forklift Operator will be responsible for safely and efficiently operating forklifts and other material-handling equipment within our facility. This role requires attention to detail, adherence to safety protocols, and managing multiple tasks in a fast-paced environment.

#### **ROLES and RESPONSIBILITIES**

- Follow all safety protocols and procedures, including conducting pre-operation inspections of the forklift and reporting any maintenance needs.
- Complete and maintain necessary records for forklift operations, inventory movements, and safety checks.
- Full range of services to remove office furniture, equipment, and related supplies from the existing location.
- Transport items to the new location and place them according to the direction of the service requirements, client and project manager.
- Safely utilization of hand tools, moving equipment, vehicles for transporting property, and required supplies such as supplies, products, and other designated items.
- Efficiently utilize site protection, blankets, shrink wrap, bubble wrap, boxes, and tape.
- Provide services for transportation of government property within and between government facilities within the DC Metro area.



- Work closely with warehouse staff, supervisors, and other team members to ensure smooth and efficient operations.

## **QUALIFICATIONS and REQUIRED SKILLS:**

- Warehouse Logistics
- Pack, prepare, palletize, and shrink-wrap items for storage or shipment.
- Use a government-furnished forklift to move/relocate items in the warehouse or on the warehouse loading dock.
- Valid certification to operate the forklift.
- Minimum of 1-2 years of experience operating a forklift in a warehouse, distribution center, or manufacturing environment.
- Familiarity with best practices in warehouse layout, inventory systems, and material handling.
- Understanding of OSHA safety regulations related to forklift operations.
- Ability to lift and move objects up to 50 pounds.
- Ability to sit, stand, and operate a forklift for extended periods.
- Manual dexterity and coordination to operate controls efficiently

## **EDUCATION**

- High School Diploma or GED equivalent.

## **OTHER**

- **Work location:** Sterling, VA; Washington, DC; Springfield, Va; Suitland, MD
- **Travel:** Yes, Warehouse Logistics and Moving Services staff are expected to be flexible to travel around the WMA to various warehouse locations
- **Certifications:** OSHA Forklift Certification required. Valid Virginia certification to operate the forklift preferred.
- **Schedule:** 8:30 AM to 6:00 PM; Monday through Friday

## **BENEFITS**

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.



VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to [HumanResources@vecrainc.com](mailto:HumanResources@vecrainc.com) with **Subject Line:** Forklift Operator