

**Order Number:**

NY1556707

**Date Job Order Received:**

01/12/2026

**Number of Openings:**

4

**Company Name:**

Otis Technology

**Job Title:**

Forklift Associate

**Minimum Experience Required:**

1 year

**Job Description:**

Minimum Qualifications and Experience: (Education and Training) High school degree or equivalent required, experience in a manufacturing environment is a plus, 1+ Years experience working in a shipping environment recommended, Prior forklift experience is a plus Responsibilities include: -Receiving Shipments: Accept and sign for deliveries, ensuring that all incoming goods are accurately logged and accounted for. This includes unloading trucks and verifying shipment contents against purchase orders. -Inspection and Quality Control: Conduct initial inspections of received items for damage or discrepancies. Assist in maintaining accurate inventory levels by conducting regular stock checks and reporting discrepancies as they arise. Document any issues and communicate them to the relevant departments for resolution. -Use equipment such as pallet jacks and forklifts to move products within the warehouse, adhering to safety protocols. Includes loading and unloading trucks -Organization and Storage: Organize and store received items in designated areas to maximize efficiency and accessibility. Ensure that the warehouse space is clean, safe, and well-organized. -Collaboration: Work closely with manufacturing and inventory management teams to resolve any discrepancies and optimize stock levels. -Inventory Management: Maintain accurate inventory records by logging all incoming materials into the Warehouse Management System (WMS) using RF scanners and computers. Perform regular inventory counts and reconcile discrepancies with the correct departments. -Manage the raw material receiving paperwork. Assisting the shipping/receiving/manufacturing team as needed. Additional requirements: Learn basic troubleshooting for our vertical warehouse storage system Pulling Product for Production floor / Learn to run Autonomous Mobile Robots (AMRs) Adheres to all Company policies and procedures Identifies opportunities for improvement in relation to job duties All other duties as assigned that pertain to shipping and receiving Identifies opportunities for improvement (boxing and skidding of product) This is a full time regular position on the day shift with benefits.

**Job Location:**

Lyons Falls, New York

**Pay:**

\$16.00 - \$18.50 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Monday thru Friday

**Shift:**

Not specified.

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

Class D (Operator)

**How to Apply:**

To apply, contact the employer by telephone, or on-line:

Phone: Lapell, Trisha (315) 348-2450

Web-site: <https://secure6.saashr.com/ta/6189426.careers?CareersSearch=&lang=en-US>