



TAYLOR PRESTON LIMITED

POSITION DESCRIPTION

Position: Export Forklift Driver

Reports to: Freezer Foreman

Location: Wellington

Date: July 2026

Company Information

Taylor Preston Limited is a privately owned meat slaughter, processing and export company based in Ngauranga Gorge near Wellington. The company was established in 1991 by the Taylor and Preston families. It is EU, USDA, and Halal certified amongst other market specific approvals.

Sheep, lamb, goats, and beef are all processed at Taylor Preston. Over 750 people are employed at the peak of the season.

The Senior Management team comprise the CEO and five departmental managers: Engineering & Processing, Marketing & Sales, Finance and HR

Areas of Responsibility

Forklift Driving

- Load the containers, ensuring product has been scanned and loaded into correct shipping container.
- Remove product from racking as per the contract requirements
- Present product to the wrapping machine
- Move product in the cool store to meet production requirements.
- Place product in racking

Other duties

- Scan Cartons and pallets and into containers as required
- Drive combi lift to move containers (Training will be provided)
- Drive truck to move containers from the docking area (if licensed)

Key Relationships:

Internal

- Marketing & Sales Team
- Production Departments
- Administration staff
- Loadout & Certification Staff
- Compliance Team

Shared Departmental Accountabilities

1. Departmental Performance

- Active contribution to departmental meetings and work programme
- Strong understanding and engagement of operational issues and requirements

2. Modelling good practice

- Compliance with legal obligations
- Working in a safe and healthy way
- Professional ethical behaviour
- Collaborative working style
- Actively share information and assists others in team

Position Competencies & Attributes

1. Essential skills and attributes

- Must hold a OSH certification for forklift.
- Good knowledge and application of Taylor Preston IT systems
- Very high attention to detail
- Excellent time management skills
- Able to work in sole charge role, but remain as part of a team
- Well developed written, oral and listening skills
- Ability to build relationships
- Ability to work outside set hours if needed to

2. Desirable skills and attributes

- Willingness to initiate changes
- Positive and outgoing personality
- A strong desire to work in a hands on role in a manufacturing environment
- Proactive
- Achievement and results focused