



# BOLT AND NUT

SPECIALISED BOLTING SOLUTIONS

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**Bolt and Nut Manufacturing LTD**

**Units 16,19,20,27 Cannon Business Park, Gough Road, Coseley  
West Midlands, United Kingdom WV14 8XR**

[www.bnml.co.uk](http://www.bnml.co.uk)

**Tel: 01902 355 110**

<b>Job Title</b>	Production Planner/Engineer
<b>Reporting to the Purchasing Director</b>	
<b>List of duties</b>	<ul style="list-style-type: none"> <li>• Order processing / job planning – including stock allocation/purchasing of materials and outside ancillary processes</li> <li>• Expediting materials</li> <li>• Administration duties – including checking order confirmation to sales contract.</li> <li>• You will be responsible for the route of manufacture for orders – attention to detail is essential.</li> <li>• Ensure one’s own safety and that of others.</li> <li>• Cooperate with employer on OH&amp;S training and guidance.</li> <li>• Do not interfere or misuse anything provided in the interest of health &amp; safety.</li> <li>• Ensure PPE is worn when required.</li> <li>• Report any accident, near miss or ill health immediately to employer.</li> </ul>
<b>Requirements (skills, experience, qualifications)</b>	<ul style="list-style-type: none"> <li>• Experience with fastener industry is desirable but not essential</li> <li>• Basic knowledge of Microsoft system mainly Excel/Access</li> <li>• Experience working in a similar position or environment.</li> </ul>
<b>Personality type/traits/skills</b>	<ul style="list-style-type: none"> <li>• Drive and determination</li> <li>• Good communication skills, both written and verbal</li> <li>• Strong organisational skills</li> <li>• A high standard of computer literacy</li> <li>• Hard working</li> <li>• Good time keeping</li> <li>• Ability to learn quickly</li> <li>• Attention to details</li> <li>• Ambition</li> </ul>
<b>Salary</b>	£----- + It would be negotiable depending upon experience
<b>Benefits (pension, healthcare, car)</b>	<ul style="list-style-type: none"> <li>• Government pension scheme</li> </ul>
<b>Holidays</b>	20 days + bank holidays
<b>Days and Hours</b>	Monday – Friday 8am-5pm
<b>Dates free to interview:</b>	TBA
<b>Contact Details (name, number)</b>	Sophie Godfrey – 01902 355116