

## Assistant Certification Manager - Well Established Fastener Company

**Location:** Wolverhampton, United Kingdom

**Salary:** Dependant on experience + Generous Benefits

**Posted:** 03/08/2022

**Closes:** 09/09/2022

**Contract Type:** Permanent, Full Time

**Hours of Work:** Monday – Friday 8am – 5pm

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

Bolt & Nut Manufacturing Ltd are recruiting for a Assistant Certification Manager to join our certification department. Specialising in the manufacture of fasteners for sectors such as oil & gas, petrol chemical and sub-sea. Our company has seen a substantial growth within recent years with healthy profits and investments in our staff and facility.

This role reports to the Certification Manager and requires an experienced and highly driven individual to manage incoming certification for material, fasteners or any other work requiring work or treatment to conform with the company's requirements. Individuals with experience with experience in the fastener industry are highly preferred.

If you feel you are suitable for the role, send your CV and cover letter via the recruitment page of the website stating the job role you are applying for. The successful applicant will be offered the role pending reference checks and eligibility to work in the United Kingdom. <https://www.gov.uk/legal-right-work-uk>

Bolt & Nut Manufacturing Ltd are committed to equal opportunities for all persons seeking employment with us. We will ensure no one receives less favourable treatment or will be disadvantaged by requirements or conditions that cannot be shown to be justifiable on the grounds of any protected characteristic.

Successful applicants will be contacted to determine if any special arrangements need to be made prior to the interview process.

**Bolt and Nut Manufacturing Ltd**

Cannon Business Park  
 Gough Road  
 Coseley  
 WV14 8XR  
 West Midlands, United Kingdom  
[www.bnml.co.uk](http://www.bnml.co.uk)  
 Tel: 01902 355 110


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<b>Job Title</b>	Assistant Certification Manager
<b>Reporting</b>	Certification Manager
<p>The Assistant Certification Manager will work as part of the Certification (Quality) team. To ensure that the products manufactured and supplied by Bolt and Nut Manufacturing, are certified to and conform with the customer purchase order, drawing and/or any other customer requirements. To check that incoming certification for material, fasteners or any items requiring further work/treatment conform to the requirements of the BNML purchase order.</p>	
<b>List of duties</b>	<ul style="list-style-type: none"> <li>• Help manage the day to day running of the certification department.</li> <li>• Assess daily certification requirements from the despatch list.</li> <li>• Prioritise and organise daily tasks of the certification team.</li> <li>• Manage the certification office in the certification managers absence.</li> <li>• Reading and comprehending national, international and customer specifications and standards</li> <li>• Checking and approving incoming raw material and fastener certification in various material grades</li> <li>• Compiling BNML 3.1/3.2 certification packs in line with customer requirements (purchase order, drawing, etc)</li> <li>• Compiling BNML API certification packs</li> <li>• Liaising directly with suppliers and customers</li> <li>• Maintaining up to date BNML standards libraries</li> </ul>
<b>Requirements (skills, experience, qualifications)</b>	<ul style="list-style-type: none"> <li>• Experience with fastener industry and exotic materials strongly preferred</li> <li>• Good level of education and communication skills</li> <li>• Excellent drive and determination</li> <li>• Experience in Microsoft business packages</li> <li>• Well presented</li> <li>• Ability to work to strict deadlines and set own priorities</li> </ul>
<b>Salary</b>	£28,000 to £32,000 PA dependant on experience
<b>Benefits (pension, healthcare, car)</b>	Government pension scheme Free Parking
<b>Holidays</b>	24 days + bank holidays
<b>Days and Hours</b>	Monday – Friday 8am – 5pm
<b>Dates free to interview:</b>	Monday – Friday 8am – 5pm
<b>Closing Date</b>	09/09/2022
<b>Contact Details (name, number)</b>	Lee Marsh – 01902 355110 lee.marsh@bnml.co.uk