

## Certification Clerk - Well Established Fastener Company

**Location:** Wolverhampton, United Kingdom

**Salary:** Dependant on experience + additional benefits

**Posted:** 01/04/2022

**Closes:** 31/05/2022

**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 a Certification Clerk to join its Certification (Quality) team. Specialising in the manufacture of special fasteners for sectors such as Oil & Gas, Petrochemical and Power Generation etc. Our company has seen substantial growth within recent years and is investing in our staff and facility.

This role reports to the Certification Manager. Applicants will need to be able to effectively manage their workload and meet strict deadlines ensuring that products manufactured conform to relevant standards and customers' requirements. You will be required to use Microsoft business packages and internal business systems.

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


**BOLT AND NUT**  
 SPECIALISED BOLTING SOLUTIONS
 

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<b>Job Title</b>	Certification Clerk
<b>Reporting</b>	Certification Manager
<p>The Certification Clerk 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>• 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</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> <li>• Scanning and filing of approved supplier certification (raw material and fasteners)</li> <li>• Filing of supplier heat treatment and plating reports</li> <li>• Scanning BNML certification packs</li> <li>• Maintaining the daily despatch list and liaising with the Despatch department with regards to the priorities within the list.</li> </ul>
<b>Requirements (skills, experience, qualifications)</b>	<ul style="list-style-type: none"> <li>• Good level of education and communication skills</li> <li>• Excellent drive and determination</li> <li>• Ability to work on one's own initiative to achieve targets set</li> <li>• Experience in Microsoft business packages</li> </ul>
<b>Personality type/traits/skills</b>	<ul style="list-style-type: none"> <li>• Ability to work to deadlines</li> <li>• Good time keeping</li> <li>• Attention to details</li> </ul>
<b>Salary</b>	Negotiable
<b>Benefits (pension, healthcare, car)</b>	Government pension scheme Free Parking Death in Service cover
<b>Holidays</b>	24 days + bank holidays
<b>Days and Hours</b>	Monday – Friday 8am – 5pm
<b>Closing Date</b>	31/05/2022
<b>Contact Details (name, number)</b>	Lee Marsh – 01902 355110 lee.marsh@bnml.co.uk