

Certification Assistant - Well Established Fastener Company

Location: Wolverhampton, United Kingdom

Salary: Dependant on experience + additional benefits

Posted: 14/01/2022

Closes: 28/02/2022

Contract Type: Maternity Cover, 12-month Fixed Term

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

Website: www.bnml.co.uk

Bolt & Nut Manufacturing Ltd are recruiting a Certification Assistant to join its Certification (Quality) team as maternity cover. 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
 Tel: 01902 355 110


BOLT AND NUT
 SPECIALISED BOLTING SOLUTIONS

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| Job Title | Certification Assistant |
| Reporting | Certification Manager |
| <p>The Certification Assistant 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> | |
| List of duties | <ul style="list-style-type: none"> • Checking incoming certification from suppliers • Raising test certification in line with the customer requirements (purchase order, drawing, etc) • Scanning and filing of approved supplier certification (raw material and fasteners) • Filing of supplier heat treatment and plating reports • Scanning BNML certification packs • Maintaining the daily despatch list and liaising with the Despatch department with regards to the priorities within the list. |
| Requirements (skills, experience, qualifications) | <ul style="list-style-type: none"> • Good level of education and communication skills • Excellent drive and determination • Ability to work on one's own initiative to achieve targets set • Experience in Microsoft business packages |
| Personality type/traits/skills | <ul style="list-style-type: none"> • Ability to work to deadlines • Good time keeping • Attention to details |
| Salary | Negotiable |
| Benefits (pension, healthcare, car) | Government pension scheme Free Parking |
| Holidays | 24 days + bank holidays |
| Days and Hours | Monday – Friday 8am – 5pm |
| Closing Date | 01/03/2022 |
| Contact Details (name, number) | Lee Marsh – 01902 355110 lee.marsh@bnml.co.uk |