

Bolt and Nut Manufacturing Ltd.

Job Description

Position – Certification Assistant

Reporting to --Certification Manager

Outline of Job requirements

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.

Duties to include but not limited to;

- 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 and filing BNML sales orders after contract review
- Maintaining the daily despatch list and liaising with the Despatch department with regards to the priorities within the list.

Essential Requirements

Experience in Word and Excel

Good general knowledge of computer skills

Good level of education

Ability to work under own initiative and set own priorities

Preferred Requirements

A good knowledge of threaded fasteners would be an advantage.

Hours of Work,

45 hours per week, and additional overtime when required.

Salary

Starting at £18,000 to £21,000 dependent on experience, to be reviewed after an initial three-month probationary period.