

## Certification Clerk - 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 Certification Clerk 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 ensure that manufactured and supplied products conform with the customers purchase order, drawing and/or other 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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 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>• Liaising directly with suppliers and customers</li> <li>• Raising test certification in line with the customer requirements (purchase order, drawing, etc)</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 on completion</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>• Experience with fastener industry and exotic materials highly 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>	£22,500 to £25,000 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