

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

Job Title	Despatch Driver / Etcher Operative
Reporting	Despatch Manager
<p>The Despatch Driver / Etcher Operator will work as part of the despatch team to ensure that the products are handled and packed and delivered in accordance with the stated order requirements, meet and exceed our customers' requirements. To maintain the highest quality of work, produced in the most efficient way, and work fully to the guidelines set out in our quality system. Ensure product traceability at all times. To Comply with all OH&S Policies and Procedures.</p>	
List of duties	<ul style="list-style-type: none"> • The candidate will be required to work closely with the Despatch Manager. • Deliver and Collect Products on behalf of the Despatch Department. • Ensure markings and traceability of products via the etching process. • Represent the company professionally at all times • Monitor and Maintain Company vehicles at all times ensuring the vehicles are kept roadworthy and clean. • Maintain accurate and legible daily and weekly check logs. • Ensure traceability of products throughout processes. • Comply with traffic laws at all times. • Ensure one's own safety and that of others. • Cooperate with employer on OH&S training and guidance. • Do not interfere or misuse anything provided in the interest of health & safety. • Ensure PPE is worn when required. • Report any accident, near miss, hazard, defect or ill health immediately to employer.
Requirements (skills, experience, qualifications)	<ul style="list-style-type: none"> • Clean UK Driving License Category B & B1 • Knowledge of Enterprise resource planning software • Experience working in a similar position or environment • Forklift Truck trained strongly preferred
Personality type/traits/skills	<ul style="list-style-type: none"> • Drive and determination • Good communication skills, both written and verbal • Strong organisational skills • Hard working • Good time keeping • Ability to follow strict instructions • Attention to details • Ambitious • Ability to handle products weighing up to 20Kg
Salary	£10.42 per hour to £11.50 per hour depending on experience
Benefits (pension, healthcare, car)	<ul style="list-style-type: none"> • Government pension scheme • Free Parking • Death in service Scheme • Generous overtime rates
Holidays	25 days + bank holidays
Days and Hours	Monday – Friday 8am-4:30pm
Dates free to interview:	TBA
Contact Details (name, number)	Lee Marsh – 01902 355110 Lee.marsh@bnml.co.uk