

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 / Process Operative
Reporting	Despatch Manager
<p>The Despatch / Process Operative will work as part of the despatch team to ensure that the products are processed, 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"> • Working closely with the Despatch Manager and team. • Ensure goods are handled and packed in accordance with BNML General Packaging Instructions and Packaging Summary. • Ensure markings and traceability of products via the etching process. • Ensure work equipment is used in accordance with instructions, inspected prior to use and safe to use. • Represent the company professionally at all times. • Maintain stock levels of packing equipment. • Ensure traceability of products throughout processes. • Ensure work area is clean and tidy 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"> • 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