

Bolt and Nut Manufacturing Ltd

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 Tel: 01902 355 110



BOLT AND NUT
 SPECIALISED BOLTING SOLUTIONS

Job Title	Goods In / Process Operative
Reporting	Warehouse Manager
<p>The Goods In / Process Operative will work as part of the Process team to ensure that the products are processed, allocated, booked in, packed and delivered in accordance with the stated order 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 Warehouse and Despatch Managers. • Ensure prompt and accurate processing of goods in to prevent delays to production operations. • Ensure job cards are processed promptly upon receiving them. • 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. • 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 Packing and Despatching Goods Preferred • Forklift Training Preferred
Personality type/traits/skills	<ul style="list-style-type: none"> • Drive and determination • Ability to work to deadlines • Hard working • Good time keeping
Salary	Negotiable depending upon experience
Benefits	Government pension scheme Free Parking Permanent Contract Generous overtime rates Employee Benefit Portal & Death in Service Cover
Holidays	24 days + 8 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