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 | Goods In / Warehouse Operative |
|-----------|--------------------------------|
| Reporting | Warehouse Manager |

The Goods In / Process Operative will work as part of the Warehouse 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.

| Requirements (skills, experience, qualifications) | Working closely with the Warehouse Manager Check goods against delivery notes for accuracy and damage in accordance with company procedures Ensure prompt and accurate processing of goods in to prevent delays to production operations Movement of stock from goods in to warehouse/packing area 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 Knowledge of Receiving and Booking Goods Preferred Knowledge of Stock control / Inventory replenishment Full and clean UK Driving License |
|---|--|
| Personality type/traits/skills | Forklift Training Preferred 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 Death in Service Cover |
| Holidays | 28 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 |