

**Bolt and Nut Manufacturing Ltd**

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 West Midlands, United Kingdom  
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 Tel: 01902 355 110



**BOLT AND NUT**  
 SPECIALISED BOLTING SOLUTIONS

<b>Job Title</b>	Goods In / Warehouse Operative
<b>Reporting</b>	Warehouse Manager
<p>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&amp;S Policies and Procedures.</p>	
<b>List of duties</b>	<ul style="list-style-type: none"> <li>• Working closely with the Warehouse Manager</li> <li>• Check goods against delivery notes for accuracy and damage in accordance with company procedures</li> <li>• Ensure prompt and accurate processing of goods in to prevent delays to production operations</li> <li>• Movement of stock from goods into warehouse/packing area</li> <li>• Ensure work equipment is used in accordance with instructions, inspected prior to use and safe to use</li> <li>• Represent the company professionally at all times.</li> <li>• Ensure traceability of products throughout processes</li> <li>• Ensure work area is clean and tidy at all times</li> <li>• Ensure one's own safety and that of others</li> <li>• Cooperate with employer on OH&amp;S training and guidance</li> <li>• Do not interfere or misuse anything provided in the interest of health &amp; safety</li> <li>• Ensure PPE is worn when required</li> <li>• Report any accident, near miss, hazard, defect or ill health immediately to employer</li> </ul>
<b>Requirements (skills, experience, qualifications)</b>	<ul style="list-style-type: none"> <li>• Knowledge of Receiving and Booking Goods Preferred</li> <li>• Knowledge of Stock control / Inventory replenishment</li> <li>• Forklift Training Preferred</li> </ul>
<b>Personality type/traits/skills</b>	<ul style="list-style-type: none"> <li>• Drive and determination</li> <li>• Ability to work to deadlines</li> <li>• Hard working</li> <li>• Good time keeping</li> </ul>
<b>Salary</b>	Negotiable depending upon experience
<b>Benefits</b>	Government pension scheme Free Parking Permanent Contract Generous overtime rates Employee Benefit Portal & Death in Service Cover
<b>Holidays</b>	24 days + 9 bank holidays (2022)
<b>Days and Hours</b>	Monday – Friday 8am-4:30pm
<b>Dates free to interview:</b>	TBA
<b>Contact Details (name, number)</b>	Lee Marsh – 01902 355110 lee.marsh@bnml.co.uk