

**Bolt and Nut Manufacturing Ltd**

Cannon Business Park  
 Gough Road  
 Coseley  
 WV14 8XR  
 West Midlands, United Kingdom  
[www.bnml.co.uk](http://www.bnml.co.uk)  
 Tel: 01902 355 110



**BOLT AND NUT**  
 SPECIALISED BOLTING SOLUTIONS

|  |  |
|--|--|
| <b>Job Title</b>   | Transport and Expediting Controller  |
| <b>Reporting</b>   | Operations Manager   |
| <b>List of duties</b>                                    | <ul style="list-style-type: none"> <li>• Instruct all section leaders regarding current workload and assist them in scheduling.</li> <li>• Work closely with Sales, Despatch, Engineering, Quality and Purchasing.</li> <li>• Monitor on time delivery performance.</li> <li>• Liaise and work closely with sub-contractors.</li> <li>• Ongoing development of the working system and practices constantly reviewing improvements on efficiency and time saving techniques.</li> <li>• Arrange shipment of all outgoing orders. Orders are shipped worldwide.</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>• Follow any Health &amp; safety instructions given.</li> <li>• Ensure PPE is worn when required.</li> <li>• Report any accident, near miss, hazard, defect or ill health immediately to employer.</li> <li>• Ensure OH&amp;S compliance.</li> </ul> |
| <b>Requirements (skills, experience, qualifications)</b> | <ul style="list-style-type: none"> <li>• Manage workload and deadlines.</li> <li>• Good level of education and IT skills.</li> <li>• Excellent communication and negotiation skills.</li> <li>• Methodical working methods and excellent attention to detail.</li> <li>• Experience in the Special Fastener Industry would be an advantage.</li> </ul>   |
| <b>Personality type/traits/skills</b>                    | <ul style="list-style-type: none"> <li>• Ability to work to deadlines</li> <li>• Hard working</li> <li>• Good time keeping</li> <li>• Methodical</li> <li>• Attention to detail</li> <li>• Ambitious</li> </ul>  |
| <b>Salary</b>  | Negotiable depending upon experience   |
| <b>Benefits</b>  | Government Pension Scheme<br>Access to Smarthive Employee Benefit Platform<br>Death in Service<br>Free Parking<br>Close access to public transport   |
| <b>Holidays</b>  | 24 days + bank holidays  |
| <b>Days and Hours</b>                                    | Monday – Friday 8am-5pm  |
| <b>Dates free to interview:</b>                          | TBC  |
| <b>Contact Details (name, number)</b>                    | Lee Marsh – 01902 355110<br><a href="mailto:lee.marsh@bnml.co.uk">lee.marsh@bnml.co.uk</a>   |