

## NPI Co-ordinator

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high quality service for all our customers

We are seeking to recruit a NPI Co-ordinator within our Commercial team, to be based at Waterside Park.

### The Role

Reporting to the NPI Team Leader your role will be to ensure all projects are verified and implemented effectively and efficiently, meeting all set targets as the project is processed.

Key tasks include:

- Reviewing all information to ensure the project can be processed effectively and efficiently.
- Assisting the vendor to understand our requirements and eliminating any queries.
- Ensuring all data received from the vendor translates and agrees with the customer's requirements.
- Preparing and constructing plans for all new NPI projects.
- Liaising with all team members and departments to ensure all projects, targets and deadlines are achieved in line with Company objectives.
- Monitoring and reporting project updates on a regular basis, escalating to the team leader any urgent request that may delay or hinder the ability to meet the implementation date.
- Identify opportunities that may help current or future projects.
- Ensuring that all company procedures and guidelines are followed and agreed to.

Working hours will be 37.5 hours per week, Monday to Thursday 08:30 – 17:00 and Friday 08:30 – 15:45.

### The Candidate

Ideally you will have a background within purchasing, although this is not essential as full training will be provided. You will be a self-motivated team member, having a proactive outlook and possessing excellent communication skills both verbal and written. You will need to be able to work to deadlines and remain focused at all times.

### To Apply

If you are interested, or know of someone who might be, please contact Katia Sparks on 01825 747 324 (extension 4324) or email your CV to [careers@trifast.com](mailto:careers@trifast.com).

