

TR Fastenings In-Plant representative based at Lotus Cars Ltd, Hethel, Norfolk

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 customer

The Role

Reporting to the TR Fastenings Midlands Division Operations Manager, your role will be to represent T R Fastenings at Lotus cars, covering both the Hethel and Hurricane Way operations. The role involves operating the onsite Kanban systems at both plants, administration of the account and liaising with the Customer and colleagues within TR Fastenings.

Key duties include but are not limited to: -

- Ensure daily vehicle checks are carried out, with any faults found reported and the vehicle is maintained in line with the manufacturer's recommendation.
- Ensure the Kanban systems are maintained to the agreed TR Fastenings standard.
- Monitor stock on site within the Kanban system, scanning empty bins and replenishing the stock in line with the agreed replenishment timetable.
- Accurate processing of sales orders and downloads.
- Report any non-conformances in deliveries from the TR operating branch to the relevant department head and the Ops Manager.
- Ensure that all allocated equipment is kept safe, clean and in a useable condition.
- Promote excellent Customer relationships, both with the Customer and internally within TR.
- Adhere to Lotus Cars Ltd H.S.E policies whilst on site.
- Attend meetings with the Customer as and when required and act upon any actions noted within the meeting minutes and actions.
- Loading customer enquiries in Enquiry portal.
- Prompt response to customer enquiries.
- Day to day liaison with the TR Operating branch, advising of any changes regarding the account.
- Liaising between customers and cross-functional internal teams, to ensure the timely and successful delivery of existing business & new projects.
- Maintain customer records.
- Prepare information for QBR's at agreed intervals.
- Support to Finance in resolution of invoice queries. Raising of credit notes.

Monitoring

- Meeting minutes and completed actions.
- Annual review with Line Manager.
- Monthly report.





The Candidate

The successful candidate will need to have excellent communication skills both verbal and written. Being a confident all-round team player is a must, as is the ability to work to deadlines and think on your feet, whilst maintaining accuracy and a high attention to detail. A driving licence is required for the role.

To Apply

If you are interested in applying, please contact Katia Sparks Group HR Officer, on 01825 747324 ext. or email your CV to Careers@trifast.com

