

Looking after the things people care about, wherever they are.



Buyer – Electronics (Actives & Passives)

Who are we?

Texecom combines innovation and technology advances to look after the things people care about, wherever they are.

With a strong heritage founded in electronic security, Texecom has a proud history of providing products and services that protect millions of people and properties around the world.

With today's security challenges changing more rapidly than ever before, and with tech-savvy customer expectations of perceived value at an all-time high, Texecom is committed and focused to developing future-proof products and services that deliver meaningful value to all who use them.

Job Purpose

To administrate all aspects of material supply (raising of purchase schedules and orders, expediting deliveries, updating prices/MOQs/trigger levels, communicating supply issues internally) and material control (supporting Logistics function with inventory control, liaising with suppliers regarding consignment stock control). Identify and implement improvements to purchasing and inventory control.

Role Responsibilities

1. Administrate all aspects of material supply including:
 - Raise purchase schedules and orders.
 - Expedite deliveries from suppliers.
 - Update prices, MOQs, trigger levels, supplier details on Epicor system.
 - Communicate effectively to internal departments regarding supply issues (shortages/delays, price changes).
2. Support Logistics function with stock control including:
 - Clarification of goods receipt details.
 - Maintenance of goods receipt records.
 - Set up of stock records/locations.
 - Stock error investigation and correction.
 - Support full stocktakes including ensuring adequate preparation, inputting and investigation/reconciliation of count variances.
 - Take lead role with control of consignment stocks, liaising with suppliers regarding weekly queries on usages and supporting with stocktakes including investigation/reconciliation of variances.
3. Ensure all relevant documentation is completed in line with company procedures.
4. Maintain safe working practices in line with company Health & Safety procedures.

5. Take ownership of housekeeping within area of responsibility and ensure company housekeeping standards are adhered to at all times.
6. Take proactive approach towards identifying and implementing process/business improvements applying lean supply chain techniques to minimise waste and non-value-added activities.
7. Actively participate in all relevant lean projects and initiatives, e.g. maintain 5S standards and Kanban supply chains.
8. Be flexible towards responsibilities, ensuring you are able to support other functions outside of the daily role as required.
9. Comply with all H&S, Quality Management System and company procedures and proactively support process improvement.

Key Skills

- Excellent knowledge of effective purchasing/ scheduling systems.
- Excellent knowledge of effective stock control systems.
- Excellent knowledge Epicor system.
- Good knowledge of Outlook, Excel and Word.
- Previous experience gained in a Purchasing/Materials function.
- Good interpersonal skills.
- Excellent verbal and written communication skills.
- Good problem-solving skills.
- Ability to adapt to and implement change.
- Good knowledge of lean supply chain techniques.

Attributes

- Honesty & integrity.
- Positive/enthusiastic outlook.
- Consistency.
- Resilience & determination.
- Ability to work under pressure.
- Initiative.
- Ability to prioritise & meet deadlines.
- Adaptability.
- Positive team focus.
- Decision making.

How to apply

Please submit your CV and covering letter detailing why you feel you are a suitable candidate for the role to hr@texe.com.

www.texe.com

