

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



Logistics Operative

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.

What we need?

With a heritage in electronic security, Texecom's products and services protect millions of people and properties around the world. Texecom is leading the way with digital and cloud-based solutions, adding value and providing interoperability with wider security and building management systems; offering increasingly connected, intelligent and dynamic solutions to meet the world's future security challenges. Texecom's award-winning, design focused products cover every aspect of external and internal security requirements, from sensors, control systems and sounders to connectivity and cloud services.

Role Responsibilities

- Booking in delivery notes which will require high levels of concentration and attention to detail. Internal system training will be given but previous computer experience is essential.
- Processing electronic components through second stage booking in process. Strong IT skills required and focused on the task at hand. Ability to follow documented processes is important.
- Receipting internal delivery notes and processing raw materials into warehouse locations. Good record-keeping skills should be demonstrated.
- Perpetual inventory checks – good numeracy and writing skills required. Use of internal systems which will also link to Microsoft Excel spreadsheets.
- Requisition generation through monitoring of Production Kanban stock and ensuring orders are placed in a timely manner to avoid line stoppages.
- Requisition picking using electronically generated picklists, matching parts with locations and quantities to ensure the correct items are delivered to the correct Production areas and traceable.
- High volumes of manual handling to transport raw materials and goods through the Production areas.
- Scanning and collection of Finished Goods from assembly lines to send to Despatch.

- High standard and discipline of general housekeeping, emptying bins and sweeping the warehouse whilst always keeping operating areas safe and tidy.
- FLT movements if or when required; FLT license not essential but desirable.
- Be flexible towards responsibilities, ensuring you can support other functions outside of the daily role as required.
- Comply with all H&S, Quality Management System and company procedures and proactively support process improvement.

Skills

- Excellent time-management and proactive organisational skills.
- Ability to perform under pressure and deliver KPI targets.
- Manual handling.
- Competent PC skills – Microsoft Applications, in-house system training provided.
- Understand and communicate using the English language.
- Strong maths knowledge and application.

Attitudes

- Fast learner.
- Follows instruction well.
- Excellent communicator.
- Keen eye for detail.
- Problem solver.
- Physically active.
- Action-oriented, with a focus on execution
- Highly positive attitude in the face of challenges; positive outlook that will influence the team in the right way.

How to apply

Please apply in writing/email with a letter and CV. The letter should include:

- Why you would like this role
- What your personal qualities, attitudes and behaviours are
- What you can bring to the role
- How you believe this role can add value to the Texecom business

If you have any questions about the role please email careers@texe.com.

www.texe.com

