

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



Despatch 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?

As part of the Logistics team, you will provide support in all areas and their logistical functions. From Receipting of goods and putting stock into designated locations, using Hand scanners and in addition supporting the Administration which includes raising orders and communicating with Sales to ensure orders are shipped in full and on time.

Role Responsibilities

- Receipting inbound deliveries from Manufacturing site, which will require high levels of concentration and attention to detail to ensure that Stock accuracy is maintained through accurate receipting and stock to shelf delivery. Training will be provided but experience is desirable. Manual handling is essential in this function.
- Order picking and packing using paper copy picklists combined with handheld scanning devices. This requires strong literacy skills, competency, concentration, and attention to detail to follow onscreen instructions and existing SOPs. Experience is desirable but full in-house training will be provided.
- Perpetual inventory checks – good numeracy and writing skills required. Use of internal systems which will also link to Microsoft Excel spreadsheets.
- Raising and Closing orders using the internal systems and liaising with our sales department to ensure orders go out in full, accurately and on time which requires experience in use of Microsoft office.
- General administrative duties, such as scanning collection notes and filing of internal paperwork.
- High standard and discipline of general housekeeping, emptying bins and sweeping the warehouse whilst always keeping operating areas safe and tidy.

- Be flexible towards responsibilities, ensuring you can support other functions outside of the daily role as required.
- FLT movements if or when required; FLT license not essential but desirable.
- 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

