



SERVICES

Mailing & Fulfilment Operative

Salary: Real Living Wage at £12.60 p/h

Hours: 37.5 hours per week, permanent contract

Location: Dunoon

About Us

CX Services is a Scottish based client experience company delivering high quality support and call centre, mailing & fulfilment, and data driven solutions for a diverse portfolio of clients. We pride ourselves on delivering outstanding service, building strong client relationships and maintaining operational excellence. As we grow, we are looking for a mailing and fulfilment operative to join our busy warehouse and production team.

The Role – Mailing and Fulfilment Operative

We are recruiting a Mailing and Fulfilment Operative to join our warehouse and production team in Dunoon. This position focuses on digital print production, mailing fulfilment and stock handling. Following a successful minimum three-month probation period, the role will move onto a permanent contract.

Key responsibilities include:

- Managing digital print jobs on our Xerox digital production presses
- Using guillotine equipment to cut printed materials
- Operating folder and inserter machinery
- Packing fulfilment items into envelopes and boxes
- Stripping and processing returned mail
- Maintaining a strong focus on quality and immediately flagging any issues such as incorrect contents or sealing problems
- Receiving, checking and booking in stock deliveries
- Assisting with Royal Mail and courier despatches
- Supporting general warehouse cleaning and housekeeping duties
- Following all Health and Safety and Company procedures

What we are looking for:

- A positive and proactive attitude
 - Strong attention to detail
 - Confidence working with equipment and technology
 - Reliability and a commitment to quality standards
 - Good awareness of Health and Safety
 - A full clean UK driving licence is required
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How to Apply

If you believe you have the skills and experience to excel in this role, please send your CV and a brief covering letter explaining why you are interested in joining CX Services and how your background fits the role.

We look forward to hearing from you.

Please email your CV to recruitment@cxservicesltd.com

Closing Date 9th January 2026