



## Production Planner

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Green Energy Options (geo) are looking for an enthusiastic Production Planner to join their growing team. Based just outside Cambridge, geo prides itself on its friendly and supportive workplace that promotes diversity, embraces inclusion and cultivates respect for all individuals. geo has an energetic, positive working culture, with fantastic benefits including 25 days annual leave, continuous training and development opportunities, regular social events, 5% employer pension and much more!

Reporting to the Head of Production

### Our Business

Based in Cambridge (UK) Green Energy Options (geo) specialise in the design, manufacture and support of energy management display and information systems for domestic markets across Europe. Our focus is helping consumers understand and manage their domestic energy (and water) consumption. As such we design, manufacture and support consumer products. Established in 2006 geo is now one of the leading home energy management system companies in the world having sold over 5 million systems. We are listed in the Sunday Times Tech Track 100 fastest growing UK tech Companies for a third year running and in 2017 we won a Queen's Award for Enterprise: Innovation. With major contracts to supply the UK smart metering programme, multiple connected home contracts and a growing distribution channel the company is continuing to experience substantial growth.

### The Position

geo is building its production team to support the expansion of our product portfolio and are looking for an enthusiastic and confident individual to join the team as a Production Planner.

As a Production Planner, you will be responsible for assisting in the organisation of our production schedule. You will work closely with the production team to build strong relationships with our Contract Equipment Manufacturing (CEM) partner. You'll be enthusiastic and not afraid to work across boundaries and disciplines.

## Essential Skills

- Good technical degree or suitable background experience
- Exposure to high volume production planning
- Good understanding of manufacturing processes including NPI
- Experience in working with remote Contract Equipment Manufacturers (CEM)
- Comfortable with working with electrical and mechanical hardware
- An understanding of using or implementing an ERP system
- ISO9001 or 6 sigma experience
- Excellent organisational and communication skills
- Structured approach to work with good problem-solving skills
- ERP and MS Office experience

## Responsibilities

You are responsible for:

- Planning and organising production schedules and delivery date planning leading the drive for on-time delivery
- Maintaining the Master production schedule, reviewing capacity requirements
- Running defined production projects and liaise with stakeholders and customers as required
- Day-to-day communication with Contract Equipment Manufacturing (CEM) partner
- Deployment of quality control standards
- Occasional manufacturing site and overseas visits
- Interfacing directly with geo business customers
- Maintaining schedules and expediting materials as needed improving the production line performance
- Driving the sales and operations planning process including supply / demand forecasting and on time delivery
- Quoting of all lead-times, plus driving lead-times down across the product portfolio
- Maintaining and accounting for all tooling held in production
- Implementing production continuous improvement processes

## Applications

To apply for this position please email your CV and Cover Letter outlining why you are interested and what you can bring to this role together with your salary expectations and availability to the HR team at [recruitment@geotogether.com](mailto:recruitment@geotogether.com)

