



Supply Chain Administrator

Green Energy Options (geo) are looking for an enthusiastic Supply Chain Administrator 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 Supply Chain Manager.

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 Supply Chain Administrator.

As a Supply Chain Administrator, you will be responsible for assisting in the development of products and shipping them into millions of people's homes. You will work closely with the production team to build strong relationships with our suppliers and work collaboratively to ensure that **geo** products are manufactured and shipped successfully globally. You'll be enthusiastic and not afraid to work across boundaries and disciplines.

Essential Skills

You will be an enthusiastic, confident individual with the tenacity for driving and delivering production targets; someone who can achieve insightful and innovative solutions. This role would suit an individual who has a good education and is looking to develop a career in manufacturing or supply chain.

- A good level of education (A Levels or Equivalent) is essential
- A degree in Engineering, Science, or Business Management would be advantageous
- Strong written and verbal communication skills
- Enthusiastic, confident and personable
- Organised with a strong eye for attention to detail
- Microsoft Office proficient, particularly MS Excel
- Import/Export experience is desirable

Responsibilities

You are responsible for:

- Running defined production projects, liaising with internal and external stakeholders as required
- Managing domestic and worldwide shipments via 3rd party freight forwarders and logistics centers
- Driving down shipping lead times and costs through consolidation across all freight methods
- Managing and reconciling finished goods and raw material stock across multiple sites
- Maintaining and developing relationships with key suppliers across the product portfolio
- Supporting the Supply Chain and Logistics Manager in Company initiatives regarding ethical and environmental manufacturing practices.
- Working with customer warehouse and delivery teams to ensure customer requirements are met.
- Participating in Production planning activities supporting our overseas manufacturing facility.

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

