



Supply Chain and Logistics Coordinator

Reporting to the Head of Production

competitive salary (DOE) | 25 days annual leave | Flexible working options | 5% company pension | private medical insurance | life assurance cover | employee assistance programme | regular social and wellbeing events and much more|

We are looking for an enthusiastic, organised and detail-oriented individual to join our production team. If you are looking to progress your career in manufacturing and supply chain and you enjoy working in an interesting, challenging and rewarding environment, please apply now or get in touch with recruitment@geotogether.com to find out more!

Our Business

geo is the leading supplier of in-home displays to the UK Smart Metering programme and has deployed +6 million units to date. The company aims is to create a sustainable future where every household is able to manage its overall consumption and carbon footprint, without even having to think about it. A recipient of the Queen's Award for Innovation, **geo** combines its smart energy display, control and automation capabilities with leading edge data science, AI, cloud, firmware, UX, UI and customer insight.

The Position

The production team at **geo** is all about supporting the development of products and shipping them into millions of people's homes. Our new Supply Chain Logistics Coordinator would be involved in managing shipments, production planning, and supporting our overseas manufacturing facility. You will need to have technical experience in a similar role, with a background in business or engineering. Key responsibilities include:

- Managing domestic and worldwide shipments via 3rd party freight forwarders and logistics centers
- Running defined production projects, liaising with internal and external stakeholders as required
- 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 using the ERP system.
- Maintaining and developing relationships with key suppliers across the product portfolio
- Supporting the Head of Production 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.

- Supporting the ISO9001 and 14001 business processes

Requirements

- A good degree (or equivalent) in Engineering, Science or Business Management
- Suitable experience of high volume electronic product manufacture using overseas suppliers
- Strong written and verbal communication skills
- Desire to develop a career in manufacturing and supply chain
- Enthusiastic and organised with a strong eye for attention to detail
- Microsoft Office proficient, particularly MS Excel
- Import/Export experience is desirable

Applications

To apply for this position please email your CV and Cover Letter together with your salary expectations and availability to our people team at recruitment@geotogether.com

