



Production Administrator

Reporting to the Head of Production

competitive salary | part time (3-4 days per week) | 25 days annual leave | Flexible working options | 5% company pension | hybrid home & office working | private medical insurance | life assurance cover | paid volunteer leave | 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 production administrator will need to have excellent excel skills and fantastic attention to detail. Key responsibilities include:

Shipping:

- Raise purchase orders for freight and assign freight costs to invoiced cost of goods
- Maintain internal shipping schedules and share shipping reports with key stakeholders
- Drive down cost and lead-time of shipping
- Check import entries are correct and present

Stock Management:

- Monthly stock reconciliation
- Monitor warehouse inventory levels and answer warehouse-related queries
- Monitor Amazon inventory levels and organise for stock to be sent to Amazon FBA

Production:

- Weekly Amazon reporting and monthly webstore reporting
- Raise credit memos for warranty items
- Input orders for webstore dispatches
- Maintain production forecast data

Requirements

- Competent and comfortable using MS Excel, including pivot tables and VLOOKUPS
- Microsoft Office proficient
- Personable and professional with a commercial awareness
- 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

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

