

### Product Delivery Co-Ordinator

Founded in 1987, Metrol are global leaders in the innovation, development and operation of wireless down-hole systems, using acoustic, electromagnetic and inductive telemetry.

Metrol's understanding of this technology and its application plays a major part in our success. Our products are already used by energy companies throughout the world during exploration and production, where the data and control provided allows significant advances in efficiency and safety. Metrol's commitment to research and development has ensured that the company stays at the forefront of downhole communications and the successful introduction of a range of new products has resulted in company growth which provides an opportunity for skilled and innovative engineers.

We are located in the Kirkhill Industrial Estate in Dyce, but operations are global, and we have offices in Dubai, the United States and other worldwide locations.

With a family business culture, we aim to create and provide a working environment that promotes from within, encourages training and development and allows and trusts individuals to maintain a work-life balance.

#### Benefits:

The role comes with a competitive salary and benefits package including:

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging role with on-the-job training, working as part of an expert team
- 33 days holiday with additional holidays for long service and long service awards
- Company Pension contributions
- Private Healthcare and Life Insurance
- Cycle to work scheme

#### The Role:

We are actively recruiting an enthusiastic and driven Product Delivery Co-Ordinator to join our Product Delivery Team. The successful candidate will effectively support the business by analysing and coordinating the delivery of products from order handover through to load-out while maintaining accurate records and good communication.

The role involves working closely with team members across several departments and relies on building good working relationships with those teams. The successful candidate will interact with company business management databases and systems, should be experienced in their use, and have a good understanding of how to interpret and process data.

#### Main Duties:

- Coordinate the delivery of products from handover through to delivery to meet the needs of the business, both operationally and internally.
- Perform job scoping and material requirements planning (MRP), initiating purchasing and manufacturing orders as required.

- Work closely with the Logistics & Materials team to ensure picking is performed to meet required tool build and load-out schedules.
- Work closely with Workshops, Engineering and Purchasing to ensure all components and products are delivered on time to meet dynamic operational demands; re-negotiating timescales or schedules as necessary.
- Provide guidance to other teams regarding prioritisation of work in relation to load-outs and internal requirements.
- Actively participate in continual process improvement.
- Perform duties in line with Metrol QHSE policy.

#### Required Skills & Experience:

Our Product Delivery Co-Ordinator will require the following knowledge and/or experience:

- Experienced in operating database systems such as ERP for asset control / stock control / purchasing / manufacturing.
- Good organisational and communication skills.
- PC literate, particularly the use of Microsoft Office software, Excel essential.
- Ability to interpret engineering drawings and/or bills of materials desired.

#### Location:

Our Main Office is in the Kirkhill Industrial estate in Dyce, Aberdeen. This role may require occasional periods of travel to locations worldwide.

Apply by email with your full CV to [Vacancies-Technical@metrol.co.uk](mailto:Vacancies-Technical@metrol.co.uk)