



Are you looking for a new challenge? We may make a good team..

Due to expansion, we require additional office personnel in our small friendly dynamic New Forest office. This position is part time, afternoons, between 20-25 hours per week. We are offering a competitive rate of pay

We are a small enthusiastic growing company working in the energy efficiency sector, aiming to reduce energy usage in new build and commercial property.

About this Role:

We are currently seeking a Part-time Operations Co-Ordinator. You will be responsible for assisting with all client enquiries and booking site visits for varied portfolios and individual clients.

Some Responsibilities and Goals you'll own:

- Liaising with a broad range of clients, contractors and surveyors
- Administration of works processes with record keeping, instructing contractors, progress chasing, diary keeping, correspondence, processing fee quotations, issuing completed reports and invoices, digital filing
- End to end process from fee quotation through to final invoicing
- Dealing with telephone calls, email correspondence and any other support tasks as required
- Managing engineers diaries

Must Have Skills:

- Administration experience in a previous job
- Working knowledge of Microsoft Software (MS word, Excel, Outlook) with the ability to demonstrate skills
- Ability to work on inhouse systems and digital storage/data logging
- Professional and efficient telephone manner and communication skills
- High attention to detail and accuracy
- Ability to work under pressure
- Liaise and diarise engineers with scheduling of works
- Must be organised and willing along with the ability to be able to prioritise
- Good Work ethic and the desire to succeed
- Ability to prioritise and juggle workload

Bonus / Superhero Skills:

- If you have some property experience already then this is a bonus, but if you have an interest in working within the property industry, fabulous!

Please email stef@energyreport.co.uk to register your interest with a covering note and your CV