



# ENERGY REPORT

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

## **Full-time Operations Co-Ordinator**

Due to expansion, we require additional office personnel in our small friendly dynamic New Forest office. 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 Full-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, keen and willing
- 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!

We are offering excellent rates of pay for the correct candidate.

Please email [stef@energyreport.co.uk](mailto:stef@energyreport.co.uk) to register your interest with a covering note and your CV