

Administrative Coordinator (6 Month Fixed Term Contract)

Salary: £26,000 per annum

Contract: 6 Month Fixed Term Contract, Monday to Friday, 36.25 hours per week

Reporting to: As-Built Manager

Location: Remote (United Kingdom)

AES Sustainability Ltd is an award-winning consultancy firm that works with some of the leading UK housebuilders and developers, delivering high quality energy and sustainability advice and assessments to the construction and property industries.

We're looking for an experienced administrator to take a proactive approach to provide assistance to the consultancy team as required. This is an opportunity to provide meaningful support while enjoying home-based working as part of a friendly remote team.

The ideal candidate will be confident on the phone as you'll be answering calls directly from our valued clients. You will be a collaborative team player with strong interpersonal and communication skills, capable of building effective working relationships with colleagues and clients. Good attention to detail is essential as the role requires a high degree of accuracy and organisation skills.

Key Responsibilities

- Answering incoming calls from clients
- Setting up new jobs on AES-HUB
- Printing Design SAPs and PEAs
- Updating NetSuite records
- Uploading documents to AES-HUB
- Producing quotes
- Take a proactive approach to providing admin assistance to the consultancy team as required
- Handling document requests from clients and document sharing / third-party uploads
- Maintain SharePoint files
- Running reports from NetSuite
- Generating invoices
- Closing projects on completion
- Coordinating the archiving of closed projects
- Provide additional support to the Project Support and As-Built Teams as required, including during periods of absence, peak demand, or evolving business needs
- Any other tasks as deemed necessary by management

Please note: This list covers the core responsibilities but isn't exhaustive. As the team continues to grow and develop, there may be additional opportunities to contribute and take on new tasks to support the department.

About You

We are looking for someone who takes pride in the quality of their work, and thrives in a collaborative, fast-paced environment. You don't need to tick every box — we are committed to supporting the right person to develop and grow within the role.

Essential

- Previous administration experience in a similar role
- Good knowledge of administrative functions including project management and invoicing
- Good working knowledge of SharePoint and NetSuite or similar CRM platform
- Demonstrate a consistent high standard of work and attention to detail
- Strong numerical skills
- Advanced Word and Outlook skills
- Basic understanding of Microsoft Excel – ability to manipulate, clean, filter and present data in a spreadsheet
- Punctual and presentable
- Good team player
- Willing to learn
- Effective written and verbal communicator across all levels of staff and with clients
- Calm temperament with a Customer Service focus

Our Values

What makes AES different than others within the industry is our company values.

- Striving for the highest quality
- Build collaborative and supportive relationships
- Value integrity and independence
- Be forward thinking and innovative

We are passionate about providing a flexible working environment, including remote working and flexible hours.

Benefits

We have built strong internal communication channels with team strategy and away days, company-wide social events through the year and a strong investment into internal growth and progression.

- 25 days annual leave allowance, plus statutory bank holidays
- 1 paid Community Day per year to volunteer for a good cause
- Holiday purchase scheme of up to 5 days
- Contributory company pension scheme
- Company Sick Pay benefit
- Staff social events
- Flexible hours
- Remote working
- Life assurance
- Electric vehicle scheme
- Simplyhealth healthcare plan

How To Apply

AES is a proud equal opportunities employer.

Due to the high volume of applications we receive for these roles, we do reserve the right to close the vacancy once a suitable amount of applications are received, therefore we encourage you to apply as soon as possible.

Applicants must have the right to work in the UK as AES are not able to offer sponsorship at this time.

Send your CV and covering letter by e-mail to Recruitment@aessc.co.uk