



AES
Sustainability
Consultants

Job Opportunity:

**ADMINISTRATION
COORDINATOR**

Apply now to become an **ADMINISTRATION COORDINATOR**

We are looking for an experienced candidate who is interested in taking the next step in their career.

Salary: £25,000

Location: Tiverton, Devon

Our Benefits:

- 25 days annual holiday allowance plus statutory days and a holiday buy/sell scheme
- Contributory pension
- Discretionary bonus
- Staff social events
- Flexible hours
- Life assurance
- Electric vehicle scheme
- Health insurance

Please follow the link below to find out more about working for AES and to download an application form:

www.aessc.co.uk/careers

WHO ARE WE?

AES Sustainability Consultants 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. Based in Tiverton, we work with clients and colleagues throughout the UK and have a team of on-site engineers working remotely. We have an excellent reputation within our industry and receive great feedback from our clients in relation to the high levels of customer service we deliver.

We are looking to recruit an enthusiastic, self-motivated Administrative Coordinator to provide support to the consultant team. Main tasks include being the first point of contact for client enquiries, production of quotations and Energy Performance Certificates (EPCs). This is a very busy, varied role that would suit candidates who thrive under pressure and enjoy working as part of a team.

The successful candidate will be a team player with an exceptional ability to multi-task and manage a busy and time-critical schedule of work. Good attention to detail is essential as the role requires a high degree of accuracy and organisational skills. As the first point of contact for many of our clients it is essential that you portray yourself as professional and friendly over the phone and via e-mail.

JOB RESPONSIBILITIES:

- Main point of contact for calls, re-directing to appropriate team members where necessary.
- Creating all new job enquiries from clients.
- Production of accurate quotations using different platforms for client approval and following up with clients where necessary. Experience of Oracle NetSuite would be beneficial but not essential.
- Scheduling work for teams and assigning resources.
- Coordinate invoicing for specific teams.
- Requesting technical information and confirmations from client technical departments.
- Preparing databases for EPC production.
- Lodgment and issue of EPCs.
- Uploading documents to AES HUB and client on-line portals.
- Provide cover for the AES Compliance and Testing Admin team if required, providing support to our on-site engineers and processing air test results.
- General administrative support to consultant, management and admin teams where required.

ONGOING TRAINING WILL BE PROVIDED BUT CANDIDATES MUST:

- Be computer literate and fully conversant with Microsoft Office.
- Have excellent communication skills, verbal and written, and able to maintain a positive, professional attitude when under pressure.
- Have an exceptional ability to multi-task.
- Be able to self-manage a busy and time-critical schedule of work.
- Be able to input data efficiently and with a high level of accuracy.
- Be a strong team player.
- Experience of the construction or similar sector would be an advantage, but is not essential.