

## As Built SAP Lead & Team Manager

Salary: £36,000 per annum

Location: Remote (United Kingdom)

An exciting opportunity has come about for someone skilled in As-Built Part L to help organise and monitor the day-to-day delivery leading to Part L 2021 EPCs.

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.

*This role is fully remote with minimal travel required. All IT equipment will be provided.*

### Key Accountabilities:

- Develop templates and processes to increase efficiency of the day-to-day delivery of Part L 2021 (and beyond) EPC.
- Always display a professional attitude and demonstrate the ability to communicate clearly with colleagues and clients.
- Focus on tasks assigned and manage own and team workload effectively.
- Take a proactive approach to learning and development.
- Provide assistance to colleagues, junior members and organise training for new starters and discuss priorities with your line manager.
- Be aware of the financial implications of your day-to-day role and communicate with your line manager to ensure that work is delivered efficiently and profitably.
- Maintain a master tracker to ensure the status of all live jobs can easily be obtained.
- Review invoice status of Part L 2021 (and beyond) EPC and ensure invoices are raised no later than the end of the month the first photo was received.
- Engage with the review process to identify areas of strength and weakness and continue your professional development.
- Organise workload and quality control for Part L 2021 (and beyond) EPCs from design stage handover onwards.
- Ensure BREL and EPC lodgement targets of 24 but no later than 48 hours are met.
- Ensure that jobs, clients and users on the AES HUB are set up correctly including the correct permissions.
- Ensure updates / changes at handover are carried through to As Built SAP assessments.
- Maintain or work towards an OCDEA accreditation.

## What makes AES different:

What makes AES different than others within the industry is our company values, these include:

- 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, flexible hours and early Friday finish.

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.

## Benefits:

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

AES is a proud equal opportunities employer.

For more information or to discuss any other opportunities we have at AES please email our Recruitment Specialist on:  
E: [recruitment@aessc.co.uk](mailto:recruitment@aessc.co.uk) | T: 01884 242 050

