

Administrative Coordinator (12 month fixed term contract)

Location: Remote (United Kingdom)

Salary: £25,000 per annum

Contract: 12 month fixed term contract

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.

We are looking to recruit enthusiastic, self-motivated Administrative Coordinators to provide support either our internal Photographic Evidence Team or As Built Team.

The successful candidate will have 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.

Key Accountabilities:

- Oversee the team's shared email inbox, ensuring that all messages are organised, relevant files are saved, and tasks are promptly assigned to the appropriate team members.
- Set up and populate project trackers for new jobs.
- Maintain and update team and project trackers with all relevant information as it comes in, keeping project data accurate and accessible.
- Prepare and print photo evidence reports upon completion, notifying the appropriate team members to ensure a smooth workflow.
- Provide a range of administrative support to keep operations running smoothly, including tasks such as co-ordinate tasks to be invoiced, managing document filing, and handling data entry.

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.

Competencies

- General administrative support to team members, management and admin teams where required.
- Ability to work with industry specific software such as SAP-10.
- Be computer literate and fully conversant with Microsoft Office and SharePoint.
- Fully literate in Excel with ability to use self-formatting, conditional formatting and handle formulas.
- 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

What makes us unique:

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.

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 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 | T: 01884 242 050

