

JOB DESCRIPTION



Job Title	Project Administrator
Job Location	Office-based at AgilityEco offices in Sutton
Remuneration	£17,000 per annum salary pro rata and annual profit-sharing scheme
Hours	37.5 hours per week with 23 days annual leave. 12-month contract
Purpose Statement	AgilityEco is a market leading provider of low carbon energy services to householders, businesses and public-sector clients, based in Sutton, Surrey. The successful applicant will have responsibility for a wide range of administration and analytical duties to support the on-going operations of the company. You will be required to assist with the implementation of critical business processes. It is therefore essential you are impeccably organised, possess excellent communication skills, have a keen eye for detail and the ability to work to tight deadlines under pressure. In return you will be part of a successful team where you will have the opportunity to evolve in the role.
Accountabilities	<ul style="list-style-type: none"> • Project Support: Providing the projects team with assistance with day to day project administration such as data entry and handling paperwork • Team Assistance: Supporting the AgilityEco team and facilitating everyday activities (meeting organisation, document preparation etc.) • Company Administration: Supporting senior management in ensuring that business operations run smoothly at all times, in office administration and administration of company affairs. • Managing Documents and Records: Archiving, recording and retrieving company files, both physical and electronic • Other: Any other reasonable duties commensurate with the post, which may be allocated from time to time. All employees are responsible for their own health and safety and must adhere to the company's HSE guidelines
Dimensions of Role	The job holder will report directly to the ECO Operations Manager
Working Relationships	Close working relationship with colleagues, external partners and suppliers
Skills, Knowledge and Expertise	
Knowledge and Qualifications	<ul style="list-style-type: none"> • Minimum of 5 GCSE's at grade C or above (or equivalent) – must include English • Computer literacy • Experienced user of MS office
Desirable Skills and experience	<ul style="list-style-type: none"> • Previous experience in administration or office environment • Previous experience and understanding of the Energy Companies Obligation (ECO) • Knowledge of the energy efficiency and fuel poverty sector
Person Specification	<ul style="list-style-type: none"> • Ability to manage and prioritise multiple tasks • Good verbal and written communication, time management and organisation skills • Ability to work under pressure and to tight deadlines • Team player • Self-motivated, driven and proactive • Ability to maintain highest level of confidentiality