



Quality Assurance Administrator

Location: Solarplicity Head Office (Unit 8 Peerglow Centre, Marsh Lane, Ware, SG12 9QL)

Hours: 08:30 - 17:30, Monday to Friday

Company Background

Solarplicity are a leading provider of renewable solar PV technologies, helping homeowners as well as businesses throughout the United Kingdom to discover the benefits of cleaner, greener energy.

We are seeking to recruit a bright and talented individual to join our team. You will be focused with excellent communication skills as well as a strong attention to detail.

Main Role

- Ensuring that all contractual obligations are maintained.
- Checking quality of paperwork for issue.
- Checking compliance of all documentation.
- Quality checking database.
- Proof reading all documentation, ensuring all information is present and correct.
- Attaching right documentation to assigned job.
- EPC searches, including downloading and uploading documents.
- Ad hoc administrative duties in order to support the department function.

Key Requirements/Skills/Experience

- Excellent attention to detail.
- Excellent organisational skills.
- Be highly computer literate.
- Excellent time management skills.
- Works well within a team.

To be considered for this role please submit your CV along with details of your expected salary and covering letter.

Please send all applications to helen.rembence@solarplicity.com

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