

Projects Administrator

Location: Stoke-on-Trent

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.

Role:

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

- Taking regular stock-takes in the Warehouse for equipment and PPE
- Being the main point of contact in the Warehouse for equipment related queries
- Liaising with key stakeholders within various departments including HR, Purchasing, Franchise and Management at our head office in Hertfordshire.
- Ensuring that all contractual obligations are maintained.
- Checking quality of paperwork for issue of all equipment to staff and installation teams are correct.
- Checking compliance of all documentation.
- Proof reading all documentation, ensuring all information is present and correct.
- Act as a support function for the projects team.
- Ad hoc administrative duties in order to support the department function.

Key requirements:

- 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 email all applications to **Helen.Remblence@Solarplicity.com**

Unit 8 Peerglow Centre
Marsh Lane, Ware
Hertfordshire
SG12 9QL

 +44(0)1992 800666

 info@solarplicity.com

www.solarplicity.com