



Administrator

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

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:

The administrator will be responsible for aiding the administration manager in dealing with all of the below duties.

- RAC Meter administration and SharePoint updating
- Invoicing background data management
- Ensuring our compliance with industry reporting, E88, MET, PALMS
- Producing internal management reports required
- Hotel Bookings for up to 75 staff
- Ad Hoc Reporting
- MOP Complaints Inbox – Monitoring and responding to Customer Services to meet 5 day SLA
- Operational Administration
- On top of this they will aid the MOP team in any other reasonable duties requested of them.

Key requirements:

- Multitasking
- Good telephone manner
- Pro Active approach to work load
- Excellent attention to detail
- Computer Literate
- Time Management
- Organisational Skills
- Previous knowledge of metering industry advantageous but not essential

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