



Job Description

Employer – Re:Gen Green

Vacancy – Administrator

Working pattern and contracted hours – 30 hpw

Number of vacancies - 1

Job Summary

We are looking for an organised individual to join our team. The main purpose of this role is to provide administrative support to the delivery team and our renewable energy installations.

- General administration, including responding to email enquiries, dealing with incoming and outgoing mail, assisting other staff with administrative tasks as required, ordering and monitoring equipment and resources.
- Ensure all relevant paperwork relating to funded programmes is recorded accurately, in a timely manner and submitted correctly.
- To ensure project administration is completed efficiently and accurately

Essential skills, experience and qualifications

We are looking for candidates with the following skills:

- Methodical, organised and flexible
- Good attention to detail
- Ability to multi-task
- Problem solving skills
- Good communication skills
- Can do attitude.

Can demonstrate some of our core competencies, such as:

- Turn up on time
- Work hard and safely
- Take pride in what you do
- Be courteous and polite
- Clean up after yourself