

Submissions and Administration Assistant

- Kelvedon, Essex
- £13,650 per annum
- Job type: Permanent, full-time

Submissions Officer

We are looking for an administration assistant to join our growing team within the Eco (Energy Companies Obligation) Sector and provide additional internal support to our submissions and processing department at our office in Kelvedon, Essex.

The role:

- Installation submissions
- Booking appointments
- Processing paperwork & imaging
- Administration
- Compliance
- Ad hoc duties as required

The candidate:

Experience preferred but not essential, all levels of experience would be considered. Ideally someone with some previous experience with Green Deal and Eco and has a thorough understanding of the free home improvements sector. Attention to detail in paperwork is key as well as being computer literate and proficient in Microsoft Excel.

Salary: £13,650.00 per annum

Hours: 40 p/w, Mon-Fri, 9am -6pm

Term: Permanent

To apply for this role, please forward your CV to info@jmdsolutionsltd.com or call us on 01376 572676.

If your experience matches please forward your CV immediately.

We thank all applicants who respond, but only those short listed will be contacted.