**Position Title:** Asset Manager Assistant

**Company:** CleanEarth Energy

**Salary:** £22,400.00 - £26,000.00pa

**Location:** Wadebridge, Cornwall

**Duration:** Full-time permanent

**Closing date:** NA

**Company background:**

Clean Earth design, build, and operate Solar Photovoltaic (PV) and Wind Turbine renewable energy systems throughout the United Kingdom.

Founded in 2010, our industry-leading in-house team of engineers, planners and project managers provide a complete turn key solution for land owners, SMEs and large corporates, incorporating every aspect of the project development process and ensuring Clean Earth are always one step ahead.

This unique approach allows Clean Earth to tackle every project head-on, with the in-house resources to provide a truly holistic service.

**Job Description:**

CleanEarth are looking for an Asset Manager Assistant to join our team in an exciting time of growth.

**Responsibilities will include:**

* Ensuring Sales & Purchasing information is provided accurately to the accounts.
* Dealing with Client, Supplier and Customer Queries.
* Looking into inaccuracies and problem solving,
* Assisting with the scheduling of planned and reactive maintenance on all asset managed renewable energy sites.
* Assisting with the monitoring of all asset managed renewable energy sites on a rota basis, including weekend cover
* Recording and analysing generation figures and faults. Responding with the team in a proactive, problem solving way.
* Project Manage site maintenance, covering all required aspects such as identifying materials, third parties ie Scaffolders, H&S aspects etc.
* Completing analysis of site performance to make improvements to the ongoing operation.
* Completing reports

**Essential Requirements:**

* Solid previous experience in an asset management or administrative role.
* Attention to detail.
* Confident and friendly telephone manner.
* Great organisation skills.
* Can work independently but also work well as part of a team.
* Strong IT literacy, experience working with Microsoft Office
* Ability to multi-task, prioritise workload, use your own initiative, and work as part of a team.

**How to Apply:** Please send a C.V. and covering letter outlining why you are suitable for the role to chloe.moss@cleanearthenergy.com