

Position Title: Asset Manager Assistant / Operations and Management Graduate

Company: CleanEarth Energy

Salary: £25,000 - £30,000 DOE

Location: Wadebridge, Cornwall

Duration: Full time permanent

Closing date: N/A

#### Company background:

CleanEarth 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 360-degree service, incorporating every aspect of the project development process and ensuring CleanEarth are always one step ahead.

This unique approach allows CleanEarth 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 / Operations and Management Graduate to join our team in an exciting time of growth.

Responsibilities will include:

- Assisting the team with the following:
  - organisation and management of both preventative and reactive maintenance. This involves coordinating with O&M providers, HV contractors, DNOs and various other site contractors and contacts
  - Client, Supplier and Customer Queries.
  - Maintenance of records such as general site information, the asset register and maintenance logs.
  - Monitoring of all asset managed renewable energy sites on a rota basis, including weekend cover.
- Covering Operational Controller requirements on a weekly rota basis.
- End-to-end management of bi-annual Wind Turbine site checks across the full portfolio. This workflow includes:
  - Personnel and route planning.
  - Management of relevant materials.
  - Preparing individual site team briefs.
  - Finance: budgeting for planned costs and managing invoices.
- End-to-end management of various individual remedial projects, from works such as access track reinstatements to internet system installation.
- Supporting the asset manager in the management of all open O&M tickets to ensure the business has an accurate and consistent view of all required works across all sites.
- Recording and analysing generation figures and faults.
- Project Manage site maintenance, covering all required aspects such as identifying materials, third parties i.e. Scaffolders, H&S aspects etc.

**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.

**Desired Requirements:**

- Full UK Driving licence.

How to Apply: Please send a C.V. and covering letter outlining why you are suitable for the role to [lisa.cook@cleaneartenergy.com](mailto:lisa.cook@cleaneartenergy.com)