



**Job Specification**  
**Solar PV Junior Administrator (No Experience Required)**  
**Ecovision Asset Management Limited**

**Location:** Quedgley/Gloucester

**Salary:** £20-23k + training + career progression

**Company:** Ecovision Asset Management

**About Ecovision Asset Management**

Ecovision Asset Management has extensive experience in managing distributed rooftop solar PV asset portfolios across the UK. We currently manage over 14,000 installations across mainland UK (40MWp capacity), primarily on behalf of Portfolio Investors, Councils and Housing Associations. We have a strong track record of managing long term solar performance and work with clients to minimise operational costs whilst maximising the generation of renewable energy.

**Renewable Industry growth and Ecovision**

An ideal position for a graduate or person looking to forge a career in the renewable energy sector. Due to rapid industry growth, we are seeking new junior staff to grow and develop with the business, expanding our Solar PV installation capacity.

The right person will receive on the job training and support covering all aspects of commercial PV administration support. Reporting to the Head of PV Installations, the role will offer extensive growth and a career path, which will inevitably lead to fantastic opportunities in the future. Remuneration will increase as the department grows and the right person gains experience. Eventually, the right person could become an important staff member and could progress in the direction of project coordination/management, office management or technical design.

**What you'll do:**

- Carry out administrative tasks to support the function of the commercial installation team
- Assist in progressing commercial solar PV installation projects through their stages
- Learn and comply with various industry regulations, guidelines, advice, best practice and manufacturer guidance
- Learn how the installation team functions, follow processes and assist with the smooth running of the team
- The successful candidate will complete forms, log DNO applications, place orders, invoice clients, manage stock, make enquiries, take calls, track payments etc.

- Maintain the filing system, keep records up to date and ensure all statutory requirements are met.
- Arrange procurement and logistics of materials, and delivery within site constraints
- Support the Head of PV Installations in many aspects of delivering projects
- Share information and communicate effectively with colleagues
- Naturally display high levels of organisation and efficiency

#### **What you'll need:**

- A degree in a relevant discipline would be preferred, but is not essential
- A desire to work with renewable energy and espouse the benefits
- Ability to work autonomously, manage own workload and initiate actions
- Strong computer literacy, particularly the ability to learn new IT skills quickly
- A forward-thinker, who embraces innovation and new concepts
- A self-starter, motivated to learn new skills and solve problems
- A high level of organisation and diligence
- A good command of written and spoken English

#### **Benefits**

- Pension with overpayment option
- Investment and training in your career development
- Opportunity to grow with the company and progress your career in renewable energy
- Yearly salary increase (RPI as a minimum)
- Some degree of flexible hours and home working