

Site Administrator Vacancy



Who are Vital Energi?

We are an energy solutions provider who design, build, operate and maintain centralised and efficient low carbon energy projects. We currently support hospitals, universities, new build residential developments, towns and cities as well as industrial and commercial clients to decarbonise their buildings. We have, and continue to, work on ground-breaking projects throughout the UK which are leading the way to achieving the UK's Net Zero targets.

The Opportunity

Vital Energi have recently secured a £5 million project with Notting Dale supporting them on their decarbonisation journey. As a result we are looking for a Site Administrator to join our project team based on site in London.

The Role

Reporting to the Site Manager you will be responsible for:

- Providing general administrative support to the project management team.
- Facilitating meeting rooms and provide meeting attendees with refreshments when / if required.
- Assisting with H&S administration for the SHEQ and site team.
- Assisting with the preparation of weekly, monthly, and annual reports.
- Ordering and managing stationery and sundries for site
- Booking couriers, managing site post and small item deliveries.
- Administration of site procurement of consumables and offtakes including reconciliation of delivery notes and invoices, and liaising with other Vital Energi departments
- Creation, editing and formatting of MS office-based documentation
- Distributing project-related documentation to internal teams
- Manage the flow of documentation within the project and organisation
- Maintaining confidentiality around sensitive information and terms of agreement
- Assisting with site inductions and relevant paperwork

The Person

- GCSE (or equivalent) Grade A-C/9 – 5 in Maths and English
- Excellent working knowledge of MS Office
- Demonstrable experience in an office administration or similar role
- Familiarity with project management ideally in a construction/engineering sector (Desirable)
- Has a basic understanding of the requirements of a document management system

Competencies

- Excellent oral and written communication skills
- Proficient typing and document editing skills
- Able to work effectively as part of a collaborative multidisciplinary team
- Conscientious and enthusiastic in order to perform the role and assist other members of the team to achieve successful outcomes
- Excellent organisational skills with a strong attention to detail
- Ability to work independently when required

The Package

Includes:

- FTC for a minimum of 18 months
- Salary £ ***Competitive in line with skills and experience***
- Contributory Company Pension Scheme
- Employee Assistance Programme
- Pro-rata to 25 Days Holiday plus 8 days bank holidays.

Vital Energi is an equal opportunity employer. We celebrate our inclusive work environment and encourage individuals of all backgrounds and perspectives to apply. At Vital we are committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We embrace our differences and know that our diverse team is a strength that drives our success.

The company is opposed to all forms of discrimination and will select for employment, training and promotion on the basis of suitability for the job and/ or merit. It is company policy that no job applicant or employee receives less favourable treatment than another on the grounds of sex, race, colour, age, ethnic or national origins, political affiliations, religious beliefs, marital status, physical disability or is disadvantaged by unjustifiable conditions or requirements.

Only applicants who are legally entitled to work in the UK and are currently resident in the UK are invited to apply.

If you are interested in the above vacancy or have any questions, please contact recruitment@vitalenergi.co.uk with a copy of your CV.