

**Job Title:** Sustainability Admin Assistant

**Reporting to:** Sandra Gomez, Head of Sustainability

**Place of work:** Princes Risborough, Buckinghamshire

**Total Hours:** 37.5 hours per week

**Hours/Days:** 9.00 am to 5.30 pm, Monday to Friday

**Overall Purpose of the Job:**

Silcock Dawson & Partners are a firm of Building Services Consulting Engineers with a Head Office located in Princes Risborough. The Sustainability Assistant role would be to assist our Code for Sustainable Homes/BREEAM Assessors.

**Description/Responsibilities:**

The role is office based utilizing computer skills to progressively obtain and compile information into a software package that “scores” buildings for their green credentials.

The role entails telephone/e-mail chasing of designers and contractors to obtain the required information.

Essential skills are: excellent computer skills, good communicator, logical, methodical, work under own initiative but with guidance.

Excellent IT, numeracy and literacy skills are required with candidates ideally educated to GCSE level A-C or above.

This is an entry level position into sustainable engineering and offers excellent career prospects to candidates wishing to pursue a career in our industry.

Candidates need to be relatively local with the means for a daily commute.

Candidates must have:

- excellent communication skills, with the ability to converse clearly and with a good telephone manner
- good attention to detail and be able to learn quickly and be self motivated and organised
- ability to diarize and prioritize both workload and deadlines
- proven capability with Microsoft Office, in particular Word and Excel
- flexible approach and be willing to assist other members of the team as required.

No previous experience essential: candidates will be expected to complete a proficiency test in the use of Microsoft Office.

Please visit our website on [www.silcockdawson.co.uk](http://www.silcockdawson.co.uk) for further information on the services provided by our company.

**Person Specification:**

<b>SECTION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Education / qualifications Training	GCSE level A-C or above	Entry level education into Engineering
Experience		Previous experience working in an office environment
Knowledge / Skills	<p>Excellent IT, numeracy and literacy skills</p> <p>excellent communication skills, with the ability to converse clearly and with a good telephone manner</p> <p>ability to diarize and prioritize both workload and deadlines</p> <p>proven capability with Microsoft Office, in particular Word and Excel</p>	
Work related attributes, qualities, competencies	<p>flexible approach and be willing to assist other members of the team as required</p> <p>good attention to detail and be able to learn quickly and be self motivated and organised</p>	