

Site Administrator

Join our team and work on North London's largest waste to energy scheme. You will enjoy exciting career prospects with one of the leading global companies in renewable energy and sustainable infrastructures. As a London Living Wage Employer, we offer a competitive salary and benefits package and continued learning and development opportunities within a creative and considerate work environment.

ACCIONA is looking to appoint a Site Administrator based in our London region, working on our North London Heat and Power Project in the Edmonton.

We are committed to securing local employment and welcome applications from residents from Enfield, Haringey and Waltham Forest. We welcome Apprenticeship applications from both young people and older people looking to make a change in their career.

Your role	<ul style="list-style-type: none"> • Being first point of contact in the site office - answering the site telephone and meeting/greeting visitors in a professional manner • Maintain project filing systems • Taking and filing meeting minutes/site instructions • Hard copy filing • Distribute, scan/copy and file all correspondence as required • Monitoring and ordering of site stationery / PPE • Responsible for external distribution of post / couriers • Prepare meeting rooms and arrange refreshments • Prepare information to feed into reporting by the project team in terms of data metrics and data handling statistics • Work in accordance with the applicable project procedures and within required timescales • Circulate documents for review, information, or approval by following procedures and protocols. • Assist in preparing monthly reports, agendas and documents for meetings • Assist in project close-out and handover/archiving and filing activities • Fully support the whole project team
Your training	<ul style="list-style-type: none"> • You will receive a Level 3 Business Administration Apprenticeship • You will study part time at Lambeth College, Clapham Centre • You will develop up-to-date IT skills • You will learn how to record and produce documentations • Project and stakeholder management • Develop organisational skills, of both yourself and other people
Who we are looking for	<ul style="list-style-type: none"> • If you do not have Level 2 English and Maths, you can achieve this by the time your apprenticeship finishes • Able to prioritise your workload and work under pressure • Good time management and able to commit and work to deadlines • Be a team player, flexible and able to work with others • Excellent communication skills
What's in it for you	<ul style="list-style-type: none"> • In addition to a competitive salary and benefits package, we provide continued learning and development opportunities within a creative and considerate work environment

	<ul style="list-style-type: none">• The NLHPP ERF Project is a significant investment for North London and an exciting project to launch your career within construction.• ACCIONA is an international company with a significant global presence and a growing profile within the UK. Employees have the opportunity to work across the globe on our projects• People are at the heart of what we do at ACCIONA. We recognise that creating a diverse and inclusive environment that nurtures our employees and encourages them to reach their potential is critical to our success. We want the very best talent to join us regardless of race, colour, religion, national or ethnic origin, sexual orientation, gender identity or expression, age, disability or other characteristics
How to apply	<ul style="list-style-type: none">• Please email your CV to ukjobs@acciona.com• Application deadline 5th August