

Join the Team

Job Title	Trainee Energy Assessor
Salary range	Commensurate with experience
Staff Group	Consultancy & Engineering

ROLE SUMMARY

Do you want a job working for a market-leading organisation that offers an outstanding basic salary, great benefits package and fantastic career progression whilst working with a dynamic and successful team set in a stunning countryside location?

You should be hungry for a career and not just a job. We will train you become an Energy Assessor and then to grow a team around you as the business continues to grow with you.

We are a market-leading compliance organisation in the Construction Industry looking for an experienced Energy Assessor to join our amazing team.

We operate throughout the UK and work with residential, commercial and public sector clients. We are a diverse team with a strong drive to create an outstanding service level that is second to none. Our belief is to aid the design process and create an environment that is focused on the quality of living by utilising our expertise within the industry and delivering a service that will aid developers in an ever-changing industry.

You should be hungry for a career and not just a job. We will train you become an Energy Assessor and then to grow a team around you as the business continues to grow with you.

Based in an idyllic setting on the Cambridgeshire/Hertfordshire border, this is a fantastic opportunity for the right candidate and we will remunerate accordingly. As well as a very generous basic salary, we also offer a generous holiday package which increases over time, opportunity to win meals out, vouchers the list is endless and all for just doing your job!

Mathematics, logic and a natural disposition for detail are key skills for this role.

If this sounds like the role for you then take a look at the job description below.

Join the Team

Energy Assessments	50%
<ul style="list-style-type: none">• Undertake SAP assessments and calculations.• Deliver sustainable design advice to clients.• Produce planning reports.• Liaise with clients, planning dept, building control, etc.• Give technical advice and support to clients.• Attend design team meetings	
Supplementary Support	20%
<ul style="list-style-type: none">• Assisting with the generation of water efficiency reports.• Assisting with the generation of ventilation flow rate reports.• Help our engineering team with envelope measurements taken from architectural drawings.	
Administration	30%
<ul style="list-style-type: none">• Maintaining the CRM system to ensure data quality.• Organising the assessment workload to ensure the timely delivery of reports and results to clients.• Ensure all emails and phone call enquiries are answered in a timely and professional manner.• Ensure all reports are sent to clients without any delay.• Ensure tasks are dealt with immediately to ensure smooth running of the business.	

CANDIDATE PROFILE

This section details the essential knowledge, skills and experience we require for the role.

Education & experience	Educated to GCSE or A level with a minimum of five passes.
Specialist knowledge & skills	<ul style="list-style-type: none">• An appetite for learning is a must.• Good organization skills• Demonstrate a good knowledge of excel, data analysis and reporting will be required.
Interpersonal & communication skills	Must be able to demonstrate experience of good communication and interpersonal skills.
Relevant experience	Construction Industry experience would be advantageous, but not essential as all training will be provided.
Additional requirements	Full driving licence.
Desirables	At least 2 years full time employment experience in an office role. Mathematics higher grades for GCSE and/or A Levels .

ROLE DETAILS

Working pattern: Monday to Friday

Hours of work: 8:00am – 5:00pm

Length of appointment: Permanent

Probation period: 3 months

Annual leave: 20 days plus public holidays

Pension eligibility: Enrolment 01/05/2017

SCREENING CHECK REQUIREMENTS

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. We will refuse any application if this cannot be provided.

APPLICATION PROCESS

To submit an application for this vacancy, please send a Curriculum Vitae (CV) and cover letter to **Claire Sadler hireme@atspaceltd.co.uk**

Join the Team

At ATSPACE LTD we are proud to build on passion, we are a diverse team with a strong drive to create a level of service that is second to none. Our beliefs are to aid the design process to construct sustainable buildings, happy homes and create an environment that is focused on quality of living. By using our strong expertise within the building industry and delivering a service that will aid developers to buy into our beliefs and build in an ever-changing industry.

What ATSPACE Ltd can offer you

Excellent benefits

We reward those who are prepared to work with us with a good salary and generous performance-related bonus.

A welcoming and inclusive environment

We will help you settle into your new role and working environment. You will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

Development opportunities

We put this into practice by recruiting and promoting from within so that you can grow with us as we grow with you.

Equality of Opportunity

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post.