

CCS Compliance Administrator (Retrofit)

Job Title:	Compliance Administrator	Job Category:	Administration
Department/Group:	Retrofit	Job Code/Req:	
Location:	Andover	Travel Required:	
Level/Salary Range:	£20,000-£25,000	Position Type:	Administration
Senior Contact:	Jerrad Murphy	Date posted:	01.03.2022
Will Train Applicant(s):	Yes	Posting Expires:	
Applications Accepted By:			
E-mail: Jerrad.murphy@correctcs.co.uk		Mail:	
Attention: Jerrad murphy			
Job Description			
<p>Job Purpose:</p> <p>We are looking for a compliance administrator for retrofit and eco based works, the role will be to support a technical manager in processing and collating compliance documents for energy efficiency-based works that are subject to funding.</p> <p>The successful candidate will have excellent communication skills, both written and verbal to provide the correct information to our internal customers enabling the company to hit the KPI's set out in our contracts.</p> <p>Have an understanding of computer systems and how they are used to provide information to</p> <p>Duties:</p> <ul style="list-style-type: none"> • Collating and reviewing document/install certification • Loading and submitting completed document packs • Chasing and managing documents following completion of works weekly • Managing submission portals and IT platforms • Liaising with site managers, surveyors, and technical engineers to ensure deadlines for submissions are hit • Reporting to management and the business weekly on overdue submissions, missing items, and progress • Checking and validating documentation and quality of documents • Process compliance with funding providers and clients' requirements 			



Working hours: 08:00 – 17:00 Monday to Friday.

Skills/Qualifications:

- Experience with ECO 3 submissions would be advantageous or similar compliance roles with funding submissions.
- Exceptional attention to detail
- Good communication skills, both verbal and written
- Good organizational skills, including own time management
- Highly process driven and works well under pressure, adhering to tight deadlines

Package:

- 20 Days annual leave and 8 Bank Holidays
- SSP
- Pension
- Employee assistance Programme

We are an equal opportunities employer and we welcome applicants no matter what their ethnicity, gender, sexuality, beliefs or nationality.

Reviewed By:	Jerrad Murphy	Date:	01.03.2022
Approved By:	Danny Gladwyn	Date:	01.03.2022
Last Updated By:	Nicki Grimison	Date:	01.03.2022