



## Job Description

**Title:** Administrator – LC Energy Ltd

**Location:** Albury, Surrey

**Hours:** Full time (i.e. 37.5 hours per week)

**The Company:** LC Energy is a renewable energy specialist based in the South East. The company provides wood fuel heating solutions to commercial and public sector organisations including airports, hotels, hospitals, schools, and private client estates.

**The role:** The administrator should be a self starter capable of undertaking general office management and support, competent in using computers (i.e. Microsoft Word, Excel, Power Point and Office) and able to work in an office environment as well as, at times, alone. There will be some basic reporting and accounting requirements (accounting background is not necessary). It would also be of benefit if the candidate has a clean driving licence.

### Main Duties:

1. **Admin –**
  - General office management – i.e. responsible for post/mail, supplies, office equipment, stationery, phones, vehicles, filing, copying and record keeping.
  - Switchboard/Reception
  - Secretarial support
2. **Marketing –**
  - Presentation/Literature preparation and support
  - Website content updating
3. **Finance –**
  - Liaison with central accounts team
  - Basic accounting support (i.e. invoices, creditor reports, stock)
4. **Special Projects –**
  - Contract Manager support
  - Health & Safety & QA reporting
  - Client record/report management
  - Stock report support

This is not an exhaustive list and other tasks and duties maybe required from time to time.

**For applications please send your details to [ENQUIRIES@LCENERGY.CO.UK](mailto:ENQUIRIES@LCENERGY.CO.UK)**

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**[WWW.LCENERGY.CO.UK](http://WWW.LCENERGY.CO.UK)**

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