



Operational Management Assistant F/T.

Location: Biggar

Green Cat Renewables provide the full range of technical services required to deliver renewable energy projects in wind, solar and hydro technologies. Our team consists of over fifty Environmental Consultants, Engineers, Geotechnical Engineers and Legal Support. The company has offices in South Lanarkshire, Midlothian, West Lothian, and Aberdeenshire.

Through the Technical & Environmental Services Department, the company provides: due diligence and technical advisor services to banks and other funders for wind, solar and hydro power projects; environmental planning and assessment services for wind and solar projects; operational management services for built wind and solar projects, including monitoring and reporting of project performance, annual turbine inspections and following up on maintenance issues; and, technical support to other parts of the business, particularly relating to energy yield and noise monitoring assessment.

A vacancy has arisen within Green Cat Renewables' Technical & Environmental Services Department for an Operational Management Assistant to join the team in Biggar providing both technical support through monitoring and reporting on wind turbine performance.

The Role

- Liaison & Communications with turbine maintenance providers, operators, landowners, Councils, power purchasers, high voltage electrical specialists and others to resolve day to day or ad hoc issues as they arise
- Monitoring of site performance involving daily data checks, appraisal of maintenance work and coordination of fault investigations
- Monthly, Quarterly and Annual Reporting of site performance
- Coordination of health and safety items, including inspections by third parties
- Submission of meter reads and monthly Ofgem returns
- Ensure compliance with ongoing planning conditions, coordinating any necessary actions
- Coordinate annual site inspections.

The Candidate should:

- Be interested in working in an administrative or technical support role;
- Have an organised approach and be good at prioritising effectively;
- Have high attention to detail;
- Have good communication skills and be able to maintain good team working relationships;
- Have the flexibility to work on a variety of issues simultaneously and willingness to learn new skills;
- Ideally be proficient with spreadsheet applications.

The role may suit a junior technician, recent school leaver or someone returning to work after time off.

Please send CV and covering letter quoting ref: OM Biggar 17 to Sharon@greencatrenewables.co.uk. In the first instance. Date for application closes on 11.08.17.