

We are currently looking for a BREEAM administrator to join our team.

This is a great time to join our established yet dynamic sustainability consultancy.

Duties will include:

- Assist in the completion of BREEAM Assessments
- Providing regular feedback to colleagues regarding project status
- Preparing written reports
- BREEAM calculator completion
- Support the Assessment Team
- Evidence validation/referencing
- Site inspection reports
- Template letter writing

Applicants should be able to demonstrate:

- Excellent communication skills both written and verbal
- A good understanding of building physics and thermal performance – desirable not essential
- An understanding of construction and building regulations – desirable not essential
- The desire for a career not just a job
- A willingness to learn new skills

Why work for Melin:

Making the move to a new company is always going to be a tough decision and we wouldn't necessarily say that the grass is so much greener than what you currently have! So here is an honest summing up of what working at Melin is all about (the good bits, the bad bits and a few not so important bits):

- 21 days holiday + bank holidays
- Industry matched salary
- Very achievable bonuses for all staff
- Access to pool car
- Flexible approach to working
- New modern clean office with parking
- 9.00am start and a 17.00(ish) finish
- A proper pub table football in the corner
- Headphones to get some quiet time
- A happy and productive team
- Can be very busy
- Sometimes the boss gets stressed
- Regular team social events
- Career progression

Location:

Llanelli office

What to do next:

E-mail Mel Best on mel@melinconsultants.co.uk with your CV or to find out a bit more about what we are looking for.