



Become part of our SWARCO team as

Business Administration- CPS Dundee

Location: Dundee, Scotland | Full time

Your Challenge

This is an exciting opportunity for an outgoing, confident, customer focused individuals to join a brand-new team we are currently building in Dundee. This team will be the first point of contact for new and existing Electric Vehicle Drivers and Charge Point Owners across the Charge Place Scotland network.

We are looking for vibrant and confident individuals. Those with great people skills. The ability to self-motivate as well as work well in a small but highly productive team. Determination to develop and learn new skills, and the ability to remain calm under the pressure of a Network and Business Support role.

You must live within a commutable distance of our new Operations Centre located in the Michelin Scotland Innovation Parc in Dundee.

Working Pattern - 5 shifts, Monday to Friday

Key responsibilities:

- To support in all areas of the back-office systems, ensuring that the data within is correct, and outputting information in line with agreed processes and procedures.
- To engage directly with customer and driver accounts to ensure that data and information stored is correct and up to date.
- To support the finance department with their day-to-day core data requirements and tasks.
- To be a point of contact for customers and internal teams when information from the back-office systems is required.
- Proactively monitor the networks and data integrity to ensure the highest level of data is provided at all times.
- Work with management to prioritize business and information needs
- Locate and define new process improvement opportunities

Your Profile

What we are looking for

- Proficient in multiple data manipulation environments eg. Excel, SQL, Microsoft Dynamics and other platforms for data analysis and reporting.
- Exceptional written and oral communication is a must. This role will involve regular engagement with customers, members of the public and internal teams' members.
- Ability to collect, organize, analyse, and disseminate significant amounts of information with attention to detail and accuracy.
- Whilst the role does not directly require any key qualifications, the ability to input, control and analyse data does form a core base for this role. The candidate must be able to work on there own and produce results based on their own investigations and knowledge.
- Having exceptional attention to detail is key in this role and being able to communicate effectively for others to easily understand the output.
- Right to work in the UK

Your Benefit

What we offer

As well as providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- 33 days holiday (this includes the bank holidays)
- Your Birthday off
- Employer pension contributions
- Employee Assistance Programme
- Life assurance up to 6x salary

Interested?

Apply Today! We will acknowledge receipt of your application and be in touch if you are successful.

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.

We have a responsibility to ensure that all employees are eligible to live and work in the UK, therefore successful candidates must have the right to work in the UK by the start of their employment. We are an equal opportunities employer. Please note,

*Agencies, please note, that should we require recruitment agency involvement, **we will contact the agencies on our PSL**; we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company for a role we have not actively engaged with you on, you should be aware that they have no authority to enter into an arrangement with you and we will consider the CV a gift! We will not be liable for any payment you charge in relation to it.*

#LI-GB1

Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

Swarco Smart Charging
CPS Michelin Scotland Innovation Parc
Baldovie Road
Dundee
DD4 8UQ

Information on processing of your personal data is available [here](#).