



Become part of our SWARCO team as

Network Administrator

Location: Dundee, Scotland | Full time

Your Challenge

We have an exciting opportunity for an outgoing, confident, Network Administrator to join the team in Dundee. If you are motivated, outgoing, confident and keen to learn, we want to hear from you!

Your Challenge

- Build and maintain strong relationships with Evolt Charging's Owner community, ensuring effective day-to-day support
- Work across the business and within the Network Administration team to ensure a stable network and inspire confidence among external stakeholders by keeping them informed of developments and improvements
- Act as a consistent and reliable interface for local authorities and owners, addressing questions and concerns related to EV charging services
- Through your actions, knowledge, and response, you will continually demonstrate the benefits of B2B working with Evolt Charging
- Collaborate with your Head of Dept. to help manage and coordinate the daily activities of the Network Administration team, ensuring alignment with project objectives and timely delivery of team deliverables
- Act as a primary contact for Transport Scotland, addressing questions, providing updates, and ensuring alignment on EV charging initiatives

Your Profile

- Highly proficient in Excel and other platforms for data analysis and reporting
- Microsoft 365 Suite proficient
- Exceptional written and oral communication is a must
- Effective relationship management skills
- Strong interpersonal and organizational skills for maintaining B2B relationships, acting as a liaison for Transport Scotland, and managing daily team operations
- Ability to keep meticulous records in the asset register and stay updated on the latest regulations impacting EV infrastructure
- A strong foundation in B2B relationship management and customer service
- Ability to analyse and discuss data and manage an asset register with accuracy
- Ability to manage daily team tasks, maintain a positive team environment, and ensure task completion within deadlines
- Right to work in the UK with the requirement for VISA sponsorship
- Ability to commute to the office on a daily basis

Your Benefit

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:

- 25 days holiday (plus bank holidays)
- Your Birthday off
- Employee High street Discounts etc.

- Employer pension contributions
- Employee Assistance Programme
- Life assurance up to 6x salary

Interested?

Please apply by clicking on the apply button

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 that Swarco Smart Charging are unable to provide UK Visa Sponsorship.**

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](#).