

Lead Admin – Grimethorpe, Barnsley

We're on the lookout for a **Lead Administrator** to join our team in **Grimethorpe, Barnsley**. Someone organised, unflappable, and friendly — the type of person who can juggle ten things at once and still find time to stick the kettle on.

This isn't just another office job. It's the heartbeat of a busy, growing, Yorkshire-based renewable energy company.

What You'll Actually Be Doing (Beyond the Job Title)

Let's get one thing straight — this isn't just about answering phones or tapping away at spreadsheets (though yes, both will feature heavily). This is about running the day-to-day rhythm of our business and keeping everything — and everyone — on track.

Here's a flavour of your world:

- **Customer coordination:** You'll be the reassuring voice on the other end of the phone when someone's nervous about switching to solar. You'll answer questions, book appointments, and keep everyone in the loop from quote to installation.
- **Installation scheduling:** You'll work closely with our surveyors and installation teams to plan jobs efficiently — making sure every system goes in on time, every customer gets updates, and no one's left wondering when the scaffolding's going up.
- **Office leadership:** You'll keep the admin team running smoothly, helping others prioritise tasks, chase suppliers, and stay ahead of deadlines.
- **Documentation & compliance:** You'll handle all the paperwork — customer forms, certification records, MCS documentation, and invoices. Accuracy matters here (and yes, obviously we'll train you on the technical bits).
- **Problem-solving:** Something always crops up — a last-minute delivery delay, a change in weather, or a customer query that needs a bit of detective work. You'll be the calm in the storm, finding solutions with a smile.

One day might start with you reorganising the week's schedule and end with helping an installer locate the last box of brackets in the van. Another could be spent turning a worried caller into a reassured, delighted customer. No two days are ever the same — and that's exactly how we like it.

What Makes This Role Different

A family-run company that actually feels like one.

ASK Renewables isn't some faceless national outfit with a London postcode. We're proudly Yorkshire, with roots that run deep in the community. You'll know the people you work with — and they'll know you.

You'll make a real difference every single day.

Every call you take, every job you schedule, every problem you solve — it all leads to another family taking control of their bills and reducing their reliance on the grid. You'll be part of something that genuinely helps people. Not many admin roles can say that.

We invest in you.

If you can handle a spreadsheet, stay organised, and keep your cool when the phones are ringing, we'll teach you everything else. We'll show you how the solar industry works, what our customers need, and how to keep our operations running like clockwork.

You'll learn loads (and probably laugh until your sides hurt too).

We're serious about what we do — but not about ourselves. Expect the odd prank, a bit of office banter, and maybe even an impromptu forklift lesson from Ed (it's happened before... though it's definitely not on the official training list).

The Kind of Person Who Thrives Here

We're not looking for corporate robots. We're after real people — team players who care, communicate, and keep things moving. If you recognise yourself in any of these, you'll fit right in:

- You're confident with computers — Word, Excel, email systems, the whole shebang.
- You've got an eye for detail and don't let things slip through the cracks.
- You're brilliant with people — whether it's calming a nervous customer or chasing a supplier with charm.
- You can multitask without losing your head — diaries, calls, and deadlines don't scare you.

- You're positive, adaptable, and up for learning something new every week.
- You like to get stuck in — if the office printer jams or the delivery's gone astray, you'll sort it.

If you've ever been described as "the glue that holds everything together," that's pretty much the job description.

A Typical Day Might Include...

- Taking a call from a customer who's just had their panels fitted and can't stop smiling.
- Checking with the installation team that all materials are ready for tomorrow's job in Wakefield.
- Sending out follow-up emails and logging feedback.
- Giving the office diary a stern talking-to until it behaves.
- Coordinating with suppliers for upcoming installs.
- Helping a new admin settle in and learn the ropes.
- Updating the directors on key jobs and keeping communication flowing across departments.

It's busy, varied, and deeply satisfying. You'll see the direct results of your work every single week — in happy customers, five-star reviews, and roofs gleaming with new panels.


What You'll Get From Us

- A stable, full-time position with a company that's here for the long haul.
- Training in renewables, customer systems, and industry certifications.
- A friendly, down-to-earth team who actually enjoy what they do.
- The satisfaction of knowing your work helps families save money and live greener.

- Occasional biscuits. (Okay, frequent biscuits.)

Sound Like You?

If you've ever thought, "I wish I could do more to help people like me who were once struggling with bills," this is your chance.

 Send your CV and a short note telling us why you'd make the perfect fit to **admin@ask-renewables.co.uk**.

Be the calm in the chaos. The organiser in the mayhem. The reason everything just works.

ASK Renewables Ltd – trusted, local, and probably the only solar company where forklift training makes it into a job advert.