

DEA Auditor

Department	DEA – Audit and Support	Start	Dec 2024 (ASAP)
Location	Hybrid (Lutterworth, Wakefield Training)	Reporting to	DEA Audit & Support Manager
Hours	Flexible (Mon-Fri)	Salary	Dependant on industry knowledge and experience £23,500 to £24,000

About the Role

Elmhurst leads the way as the UK's largest training and accreditation provider for Energy Assessors. Due to our continued success, we are currently seeking a new team member to join our DEA (Existing Dwellings) audit and support team.

This role is flexible, however successful applicants should make themselves available during normal working hours when requested to do so by the manager (e.g. for training during the probationary period).

Successful applicants may, on occasion, be requested to attend an Elmhurst office in person. Suitable notice will be given and expense claims for travel will be in line with company policy.

This role is offered with a degree of flexibility, however there will be set weekly KPI's and targets set to allow for this format of working. Our preferred option is for the role to be conducted Monday to Friday so that the successful candidate will be available during key working hours.

What can I expect to do in the role?

The role of an Auditor is vital to help and support members of our accreditation scheme. Delivering the highest level of professional and quality support to our members through experience, skills and knowledge of the energy assessment industry.

About you

People are what make Elmhurst great. It is the drive and commitment of our people that creates our success, which is why we focus on recruiting and developing the best talent.

We are seeking an individual who possesses a strong 'Can-Do' attitude, willing to go the extra mile to provide a positive customer experience.

Essential skills and qualifications:



- ✔ The ability to provide high levels of customer service in a busy environment.
- ✔ The role is technical so requires good attention to detail and the ability to perform calculations.
- ✔ An excellent communication style for verbal and written correspondence.
- ✔ The ability to maintain good working relationships in a team environment.
- ✔ You should be comfortable working in an environment where IT is an important tool for our business.
- ✔ You may be a qualified DEA or have knowledge and experience of the energy assessment industry and EPCs.
- ✔ Be highly organised and able to meet time sensitive KPIs.
- ✔ The Auditor should effectively manage their own time, workload and resources.

Preferred (but not essential) skills and qualifications:



- ✔ You may have working experience in the built environment industry and be keen to receive full accredited training in Energy Assessment as a future career.
- ✔ You may have a background providing telephone and customer support in another industry.
- ✔ You may have an interest in renewable energies and/or sustainable buildings.
- ✔ You may have conducted external Audits for Elmhurst Energy, now or in the past.

Application process

- Closing date for applications is **22nd December**.
- Send your CV with an introduction to Carolyn, our HR Manager, at HR@elmhurstenergy.co.uk. Please let us know with your CV why this role is of interest to you and why you feel you are a great fit for the position.
- First stage: We like to start with an initial 10 to 15 minute telephone conversation. This will cover the basics and make sure the role is what you are looking for and is worth pursuing further.
- Interview: Successful candidates will be invited to attend a face to face interview.