**Advertising Details**

About The Role

**A bit about the role**...

Revenue Protection Administration Assistant. This role will be supporting our revenue protection business. Your day-to-day role will involve inputting data into our database systems from spreadsheets and other forms, liaising with field engineers, managers, and taking calls. As this is a varied administration ole, it requires accuracy and an attention to detail and the ability to work between different work streams.

This role is office based at Broxden House, in Perth. You will be contracted to work 40 hours Monday – Friday between 08:00- 16:30.

**Who are we?**

Seeka provides specialist end-to-end revenue protection services across the utilities market. Offering an unrivalled range of services that includes the provision of locksmiths, dog handlers and revenue protection officers, Seeka make visits to customer properties to investigate and make safe suspected energy theft cases.

Seeka sits within the M Group Services Energy Retail Division which is proud to be one of the UK's largest utilities support organisations – and we’re still growing, with some exciting times ahead. We pride ourselves on being award-winning and recognised for our diligence, customer service and expertise.

We are part of M Group Services, a £1.7billion turnover business, with a wide and diverse field of operations that regularly presents opportunities for growth. We work with our clients and partners to ensure we keep abreast of industry developments and remain at the forefront of progress. We have been one of the Times 100 Top Track Companies for the last three years running.

**What you will bring to the role…**

**Essential:**

·      Good understanding of Microsoft Office, particularly Excel and Outlook

·      Exceptional administrative skills

·      Highly organised and able to prioritise with strong problem-solving abilities

·      Good telephone manner

·      Meticulous approach to ensuring accuracy of data entry

·      Ability to work well both independently and as a member of a team

**Desirable**

Experience of working in the Energy Utilities Sector

A desire to learn

 **What we offer**…

·       Access to employee assistance programmes

·       Discounts with national retailers

·       Eye care vouchers

·       Mobile Phone Discounts

·       Reward & Recognition Scheme

·       25 Days Holiday

 ***At Seeka we recognise and value the benefits from our workforce diversity. We are committed to creating adverse and inclusive environment to develop a culture where our people feel included and valued.***