



Due to continued growth, Muirden Energy requires a **Part time Operations Assistant** to join the team, based in Turriff.

**Key work areas include:**

- Generating operational reports for wind turbine sites using output data and Microsoft Office Systems.
- Downloading of Raw data and formatting into reporting appearances.
- Identifying any operational issues by analysing data.
- General Office Administration, and other duties when required.

**Required Skills:**

- Self-motivated with ability to use own initiative.
- Accurate and efficient report writing skills and data analysis.
- Excellent communication and team-involvement.

**Required Experience:**

- Good working knowledge of Microsoft Office Systems (Excel and Word).
- Experience of data processing and analysis preferred but not essential.
- Full driving license

This role offers 1 day per week with the potential to increase.

**Applications in writing including CV to:**

Joy Wilde, Muirden Energy, Muirden Farm, Turriff, AB53 4NH.  
Email: joy.wilde@duncanfarms.co.uk