

Job Description

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| Job title: | Energy Admin Assistant |
| Reports to: | Head of Customer Experience |
| Department: | Bureau |
| Hours: | Mon-Fri 9.00am – 5.00pm |
| Salary: | Dependent on skills and experience and level of training to be provided |

About the company

At Businesswise Solutions, the UK's most talented energy pricing analysts, energy improvement specialists and thought leaders are shaping the future of business energy.

We are looking for ambitious and passionate individuals to join us during an exciting period of growth.

Together, we can help change the way businesses buy and manage energy by delivering exceptional customer experiences through innovation, technology and continuous investment in our people.

If you think you have the skills and characteristics we need, please get in touch.

About the role

We are looking to invest further in our Energy team and need to recruit high-calibre professionals to help us achieve our growth plans. This is an excellent opportunity to join a winning team and demonstrate your ability to make a positive contribution towards our business goals in a setting that will stimulate you, challenge you, and reward your success.

Responsibilities

- Understand the capabilities of the Energy Management System and from this system deliver administrative assistance
- Obtaining energy invoices from suppliers
- Data entry and validation of supplier invoices
- Resolving billing and meter queries
- Managing customer and supplier queries to resolution
- Setting up customer folders for portfolio management
- Aiding with bureau projects & ad hoc tasks as required
- Collection and inputting of HH data from suppliers

Whilst the above are the main responsibilities within your role, dependent on business needs and requirements, you will be required to undertake other responsibilities.

Knowledge, Skills, Experience

- Ability to communicate effectively and professionally when dealing with customers and colleagues

- Excellent team player with ability to build good relationships
- The ability to be self-motivated and focused on continually achieving and exceeding targets
- Have a proactive and motivated approach to work
- Excellent time management skills with ability to manage workload
- Analytical skills with excellent attention to detail
- Proficient in use of key Google & Microsoft packages to include Gmail/Outlook/Excel/Google Sheets and Word
- Good commercial acumen with a desire to readily embrace challenges

To apply for this role please send your CV and covering letter through to recruitment@businesswisesolutions.co.uk