



# Job Description

<b>Job title:</b>	Energy Support Analyst
<b>Reports to:</b>	Energy Manager
<b>Department:</b>	Energy
<b>Hours:</b>	Mon-Fri 9.00am - 5.00pm
<b>Salary:</b>	£18,000 per annum, rising to £20,000 per annum (based on successful six month review)

## About the company

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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

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An exciting opportunity has arisen for an ambitious individual to join our fast-growing, energy support team.

The expectation is that over time the candidate will train and learn all aspects of the Energy division to develop skills further and progress within the team. This will be with the full support and training of the Energy Manager and team.

## Responsibilities

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You will have the opportunity to get involved in the following areas:-

- LOA process  
Responsible for logging and chasing all LOA's issued within the business
- Termination process  
Responsible for logging and chasing all Termination's issued within the business
- Collection of HH Data from suppliers  
Collection of HH data re electricity contracts from suppliers to enable bill validation to take place
- Invoice Chasing  
Chasing of energy invoices from suppliers to enable bill validation to take place
- Live Dates  
Requesting confirmation of live dates for all energy contracts and chasing suppliers to ensure all are confirmed within a timely manner

- Data cleanse and collection  
Numerous data cleanse projects will take place to ensure we have all outstanding information collected, this role will be responsible for such projects
- Answering of external calls  
Answering and fielding all external calls into the business
- Ad-hoc duties  
Additional admin duties as required by the team on an ongoing basis  
There is potential to expand the responsibilities where possible due to the requirements of the business and the developing skills of the candidate

### Knowledge, Skills, Experience

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- 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 Microsoft packages to include Excel 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](mailto:recruitment@businesswisesolutions.co.uk)