

Job Description

Jobtitle: Business Admin

Reports to: Energy Support Lead

Department: Energy Support

Hours: Mon-Fri 8.45 – 4.45

Salary: negotiable on experience

About the company

Businesswise Solutions has recently joined the Inspired Energy PLC group, the UK's largest Commercial and Energy Advisors. We are a full-service energy partner that understands our role in delivering tangible improvements to business energy management performance beyond cost and consumption.

Using the power of data and technology, our energy specialists help our clients simplify and navigate the energy market, identify opportunities they never thought possible, make the most informed decisions and develop strategies that minimise risk and deliver better business performance.

Our goal is to continue to grow our business, our team, our capability and to do so in an organic and sustainable way, investing in and developing our people. We deliver empowering energy, and our future is exciting.

About the role

This is a great opportunity to join our fast-moving Energy Support team.

Candidates do not need energy experience - Full on the job training will be provided.

Initially providing energy administrative support and data retrieval for the wider business areas.

Responsibilities

As an Energy Support Assistant your main duties will include:

- Logging requests with energy suppliers
- Chasing email requests from energy suppliers (to manage our customers' expectations).
- Requesting confirmation that the energy contracts we have placed go live and chasing energy suppliers to ensure all are confirmed within a timely manner
- Answering of external calls - Answering and fielding all external calls into the business
- Ad-hoc duties - Additional admin duties as required by the operations team on an ongoing basis

Future prospects

Ideal opportunity for development in the Energy Industry for the right candidate within the business and across different departments i.e. Bureau, Pricing, Account Management, Site Works.

Employee Benefits:

- 25 days annual leave plus bank holidays
- 3% employer pension contribution
- Death in Service
- On-site gym and pool table area

- Early Finish Fridays (4PM)

Knowledge, Skills, Experience

Desired skills

We are looking for someone who has:

- Organised and ability to multi-task
- Excellent timekeeping
- Knowledge of key Microsoft packages to include Outlook/Excel and Word is preferable
- Professional manner when dealing with customers and colleagues
- Is a team player

Desired qualifications

- You must have GCSE grade 4 - or above in both maths and English, or equivalent.
- Experience in a similar role – organised and works well towards deadlines.

Personal qualities

You should:

- Be self -motivated and target driven
- Have excellent time management
- Be eager to learn
- Reliable

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