



**JOB TITLE**                      **OPERATIONS ASSISTANT**

**DEPARTMENT**                **OPERATIONS**

**Main purpose of role:**

To assist in the smooth running of the Operations team by managing sales' tendering requirements.

As part of the operations team you will be responsible for:

- Managing internal consultant expectations
- Maintaining good working relationships with external suppliers

**Responsibilities:**

- Working with internal consultants, by managing their tendering requirements
- Effectively produce tender requests for supplier action
- Accurate price input & import into in-house database
- Create in-house database contracts
- Chase any outstanding prices with suppliers
- Manage both supplier & consultant's expectations
- Effectively deal with enquiries from suppliers & consultants
- Assist with ad-hoc tasks and projects, as required.
- Follow procedures & guidelines

**Key Interfaces:**

- Internal Energy Consultants
- External Energy Suppliers
- Internal support team
- Operations Manager

**Report to:**

- Operations Manager
- Company Directors

**Experience:**

Industry knowledge is preferable but not essential. Experience in back office to sales environment is favorable. Experience with data entry is essential.

**Technical skills:**

Accurate  
Numerate  
Competent IT skills  
Data entry  
Competent Microsoft Excel knowledge

**Personal qualities:**

Positive and flexible approach  
Excellent verbal and written communication skills  
Attention to detail and accuracy  
Ability to work on own initiative  
Pro-active  
Eager to learn new skills on the job  
Be able to engage at all levels  
Ability to prioritise and manage time effectively  
Ability to work effectively as part of a team

**Qualifications:**

Passes in GCSE (or equivalent) in English language and mathematics required.