



ENERGYQUOTE JHA

Job Title: **Buying Services - Energy Analyst**

Reporting to : Buying Services Team Leader (Horsham)

Staff responsible for: None at present

Background information on the company

Energy Management Brokers, trading as ENERGYQUOTE JHA is an independent and privately owned pan-European energy consultancy who has been delivering bespoke solutions to Customers since 1973. Pioneers in product development and technological solutions we were the first company to launch a UK e-sourcing energy platform and services across Europe.

We have built long term relationships with many Euro 500 and FTSE 250 customers, both in strategic consultancy and the delivery of energy procurement. Its wider services include a web based e-sourcing system for power and gas, full bureau services with data monitoring and financial management capabilities, market pricing and analysis, market intelligence publications, workshops, seminars, risk management, Carbon and Sustainability and energy and water audit services.

ENERGYQUOTE JHA have offices in London (UK), Horsham (UK), Milan (Italy), Liege (Belgium), Brussels (Belgium) and Iasi (Romania).

ENERGYQUOTE JHA is a dynamic and energetic company. It thrives on the ability of its employees to demonstrate leadership, solid commercial judgement and a desire to drive the company forward providing solutions with a "can-do" attitude.

Operations:

Trading and Operations cover the UK and Europe and make up around a quarter of the people within ENERGYQUOTE JHA . Trading and Operations are responsible for delivering customer services in line with our contractual obligations through many of our various services ranging from our E-Auction platforms to our Trading Desk.

Job purpose:

The role of the Energy Analyst is to be both the flexible contract negotiator and general market support for our flexible clients. Key to the role is the need to forge strong working relationships with your clients and keeping them abreast of developments within the supply and traded market,. Having a robust working relationship with our suppliers is also key.

The ultimate aim is to provide exemplary customer service in this sector and to be at the cutting edge of flexible contract delivery.

Duties & responsibilities:

Your principle duties and responsibilities are;

Customer Services

- To provide procurement services to clients incorporating risk management and / or contract management of energy requirements in a consistent, effective and efficient manner.
- To understand clients business and energy requirements
- Inquisitive, resourceful, creative and able to demonstrate good negotiation skills in seeking the best commercial opportunities for clients.
- Communicate confidently with colleagues, managers, directors, client, and supplier representatives.
- Inform and implement with clients the appropriate risk and procurement strategies as approved by EQ Strategy and Risk Department.



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- Ensure clients and suppliers are kept fully informed of progress pre and post contract award.
- Support clients with Performance reporting and benchmarking and agree resulting courses of action.
- Manage any issues or ad hoc queries from either client or supplier. Following integration, EQ Impact team will absorb queries that fall within their remit.
- Keep up to date with market activity and ensure clients are informed of any changes that may impact on their contract or supply and make recommendations.
- Attend regular review meetings with clients, to include preparation of review report / presentation.
- Provide regular client feedback to Sales Team/Relationship Managers.
- Provide timing to market, and general market advice and support in line with the agreed buying strategy.

Contract Management

- Undertake timely contract reviews in consultation with clients, in line with agreed scope of service and strategy as agreed by the Relationship Manager.
- Carry out tender exercises or contract renewals as appropriate, ensuring compliance with internal procedures.
- Prepare tender timetable, allowing sufficient time to complete tendering and registration of supply prior to contract start, and taking into consideration any public sector obligation to comply with European Union procurement directives (OJEU procedures).
- Validate consumption data and company/site details.
- Update and work effectively with bespoke EQ systems.
- File all correspondence in appropriate hard copy files/electronic folders.
- Ensure notices of termination are executed in accordance with the current contract's terms and conditions for the particular supply.
- Negotiate prices, pricing structures and terms and conditions of supply with suppliers.
- Enter/download offer data from suppliers and analyse results.
- During integration period, ensure all purchases are witnessed and entered into in-house system.

Product Support

- Generate product support documentation and train Relationship Manager's and Sales persons such that they have sufficient knowledge of all products available in the UK power market at any given time.
- Supplier relationships:- You will be expected to build an excellent working relationship with all suppliers.
- Performing weekly / daily client negotiations according to the relevant SLA's which are in place with the client.
- Provide cover other Energy Analysts as and when they are away.
- Plus:- All other duties as assigned appropriate to the development of the role and the person.



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Person Specification: The essential attributes for this role are:

- Firm understanding of the processes and technical applications within the UK Energy Markets and Industry
- Experienced originator of flexible gas or power products.
- Minimum of three years experience of working in the UK Gas / Power industry.
- Able to manage customers expectation & provide customer support
- An organised, detailed and methodical approach to your daily tasks
- An ability to identify problems and resolve them swiftly
- Good commercial knowledge
- Good communication skills and full commitment to the role
- Excellent knowledge of general software (typically, Microsoft Excel, Word and Access)

Qualifications:-

- At least two 'A' levels
- A degree would be preferable

Previous experience:-

- At least three years experience of the Energy market
- Performing analytical tasks and developing solutions
- Ability to work to deadlines and achieve results

Personal skills:-

- Highly numerate
- A good team player
- Excellent telephone manner
- Organised and good at multi-tasking
- A self starter who likes to get the job done properly first time

Circumstances:-

- Ideally, live within 60 minutes of the office
- Prepared to work the necessary hours to achieve the business objectives, including weekends where necessary
- Looking for a long term career

CV's

Please send all CV's by email to job.application@energyquote.com