

## The Company

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Aurora Energy Research provides data driven intelligence for the global energy transition. Our core belief is that rigorous modelling, rooted in robust theory and supported by detailed data, yields powerful insight over the medium- to long-run. Unquestionably independent, our analysis is designed to inform our clients' critical decisions.

Aurora was founded in 2013 by five University of Oxford Professors, who have decades of experience at the highest levels of academia and energy policy. It is now a thriving, rapidly-growing company of over 70 staff based in Oxford. Demand for our services is immense, in the UK and abroad, and we expect to grow to over 100 staff in the next few years, having opened our first European office in Berlin in 2016. Our clients include many of Europe's major energy market participants.

## Team Assistant/Executive Assistant

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We are seeking a master multi-tasker for our fast-paced and thriving company based in Oxford. This diverse role is an exciting opportunity with excellent long-term prospects for someone who wants to grow with the company. Successful candidates will work in a dynamic, intellectually stimulating, and demanding yet supportive environment. You will directly influence the company's day-to-day operations.

Key responsibilities will include:

- Executive Assistant to the management team to include travel and accommodation bookings
- Team Assistant supporting the commercial and project teams
- First point of contact for the business and visitors to the Head Office
- Organising and managing a complex schedule of meeting and diary requirements both internally and externally
- Meeting room management including setup
- Maintenance of all client document repositories to ensure all commercial documentation is managed efficiently.
- Liaise with clients to ensure commercial documents are completed and returned with all supporting documentation in a timely manner
- Support to the Operations team with all necessary tasks

Required attributes:

- Experience in a PA or higher-level administrative role
- A self-starter who can work with minimum supervision and hit the ground running
- Ability to multi-task and re-prioritise in a fast-paced and demanding environment
- Resourceful and tenacious in approach to problem solving
- Excellent PowerPoint, Word and Excel skills
- Exceptional organisational skills
- Versatility, ambition & a desire to be challenged
- Ability to communicate confidently and effectively with high-level executives
- Flawless attention to detail and a professional etiquette

Applicants should send their CV and a covering letter to [applications@auroraer.com](mailto:applications@auroraer.com). Please state your earliest possible start date.