

## The Company

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Aurora Energy Research is a dynamic and fast-growing energy analytics company. We provide optimisation solutions and data-driven analytics on European and global energy markets that helps our clients navigate the global energy transformation.

Founded in 2013 by a group of University of Oxford academics on the premise that technological progress, and policies tackling climate change, render energy markets increasingly complex, but that this complexity yields to rigorous, sophisticated analysis and modelling.

Aurora is now a thriving, rapidly-growing company of over 90 staff with offices in Oxford, Berlin and Sydney. Demand for our services – spanning subscription research and consultancy – is immense, in the UK and abroad. We currently serve over 200 of Europe's most influential energy sector participants, and we expect to grow beyond 150 staff over the next 18 months.

## Commercial Administrator

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Based in Oxford, you will become a member of the Commercial team, reporting to the Commercial Director. An all-encompassing role, you will be responsible for maximizing the business opportunities for the commercial team by providing essential assistance, implementing the commercial strategy and supporting the division.

You will support the Commercial team, maintain administrative procedures; recommend changes as appropriate, and maintain the team's record-keeping systems. You should be able to work independently and be flexible to changing deadlines. The Commercial Administrator should be capable of dealing with people at all levels. Reliability and adaptability are vital for this role, together with excellent interpersonal, organisational and communication skills.

This is a chance to gain experience within an organisation where individuals thrive on change and to work within an innovative and growing SME.

### Key responsibilities:

- Building effective relationships with clients and developing an understanding of client industries and markets
- Managing and further developing our CRM software and related processes
- Developing and managing reporting of sales, client interactions and content usage
- Organising Aurora's mail-outs, webpage updates, including managing distribution lists

- Supporting all client communication including invitations to subscriber group meetings, conferences and email campaigns
- Coordinating and organising regular webinars with content experts
- Supporting web publishing, continuous website improvements and social media activities
- Assisting the event manager in organising Aurora's flagship industry events and conferences
- Diary management, meeting and travel coordination for the Commercial team
- Ownership of day-to-day commercial administration and providing ad-hoc support to the wider team as required

Required attributes:

- A Level equivalent or above
- Excellent verbal and written communication skills
- Excellent interpersonal skills with ability to build relationships at all levels
- Ability to ensure quality of work; professionalism at all times
- Strong team player; supports colleagues and shares knowledge
- Attention to detail
- Adept at managing a varied workload
- Ability to multi-task and re-prioritise in a fast-paced and demanding environment
- Excellent PowerPoint, Word and Excel skills

Desirable attributes:

- Proven work experience in a Commercial or Marketing department
- Proven experience with Salesforce, WordPress and/or WebEx software

We will review applications as they are received.

Salary will be competitive and commensurate with experience. Applicants should send their CV and a brief cover letter to [applications@auroraer.com](mailto:applications@auroraer.com). Please state your earliest possible start date.