

The Company

Aurora Energy Research provides data and analysis on UK, European, and global energy markets. 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 economists, who have decades of experience at the highest levels of academia and energy policy. It is now a thriving, rapidly-growing company of more than 70 staff, 15 of whom are based in our European office in Berlin. Demand for our services is immense, in the UK, Germany and abroad, and we expect to grow to over 100 staff in the next few years. Our clients include many of Europe's major energy market participants.

Personal Assistant/Team Assistant (Full-time – Berlin)

We are looking for an all-round talent to support the Berlin Team of our young and rapidly growing company and to be responsible for a variety of organisational and administrative processes. We offer you an interesting role, good opportunities for professional development and the possibility to play an active role in shaping our internal processes. You will be part of an open minded and committed team in an international and dynamic environment.

Tasks:

You will be directly assisting the day to day operations in consultation with our Office Manager. Key responsibilities will depend on the candidate's strengths and company requirements, but could include:

- Supporting the team in organising meetings and travels, and coordinating diaries
- Personal assistant to the managing director
- Office Management
- Event Management
- Assisting with contracting, invoicing and bookkeeping
- Contributing to team development and corporate culture by introducing and implementing your own ideas

Requirements:

- Completed commercial apprenticeship (or equal) and first professional experience in an PA or administrative role
- Excellent organisational skills
- High level of responsibility and reliability
- Ability to work independently in a dynamic and fast-paced environment
- Very good knowledge of Word, good knowledge of PowerPoint and Excel
- A good all-rounder with an interest in new challenges
- Ability to communicate confidently and effectively with high-level executives
- Self-motivated and detail-oriented work style
- Team-oriented and interested in working in an international environment
- Very good English and German skills, both written and spoken

What we offer:

- A dynamic, intellectually stimulating, and supportive environment
- The opportunity to grow with the company
- A fun, informal and international work culture
- Mindfulness sessions several times per week
- A cool office in Kreuzberg with coffee, fruit and snacks delivered to the office as well as Friday evening pizza and beer with the team

As an international company we value the frequent personal exchange between our remotely working teams – you will have the possibility to spend a few days each half a year in our Headquarters in Oxford, as well as regular visits from your UK colleagues to Berlin. Last but not least, Aurora Energy Research offers the opportunity to work in an environment close to important developments of the global energy transformation.

We are looking forward to receiving your application (including cover letter, CV and certificates; all in one pdf-document) Please indicate your earliest possible start date. Send your application to bewerbung@auroraer.com. We will review applications as they are received. Salary will be competitive.