

## The Company

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Aurora Energy Research is a young, 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, 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.

## HR Assistant, Oxford

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We are looking for an HR Assistant who will be responsible for the overall coordination and support of our employee development initiatives and recruitment activities. The ideal candidate will thrive on coordination and organization and will be a self-starter.

The key element of this role is to ensure that all training programmes and recruitment processes are coordinated to a professional and effective standard. You will work as part of a vibrant, fast paced Operations team.

We are looking for someone who can work independently, has a high attention to detail and can hit the ground running. You must have excellent organisational skills and be a confident communicator. Previous experience working within an Operations or HR Department would be an advantage.

This is a chance to gain experience within an organisation where individuals thrive on change and to work within an interesting and dynamic environment.

Key responsibilities:

- Manage and coordinate the companies training courses ensuring a professional and consistent standard at all times
- Order resources for logistical coordination in advance of courses, including catering for delegates
- Communicate with team members, trainers and management to ensure all needs are met in relation to training and recruitment requirements
- Monitor training programmes and manuals to ensure that they are effective and up-to-date and makes changes as necessary
- Manage costs for all programmes, productions, and publications in order to report to the management team regarding a return on investment
- Manage and maintain in-house training facilities and equipment
- Marketing available training opportunities to employees and providing necessary information
- Recruitment support to the HR team – management of the recruitment process, ensuring CV's are sent to the relevant recruiting manager, timely feedback is provided to candidates and arranging interviews
- Liaising with the HR team to ensure offer letters and employment contracts are drafted, approved and sent to candidates and returned for HR records
- Perform any other duties commensurate with the role as required and directed by the HR Manager

Key Attributes:

- A Level equivalent or above
- Excellent interpersonal skills with ability to build relationships at all levels
- Confident in interacting with others
- Be a self-motivated individual and a real team player with the empathy and drive to succeed and work autonomously when necessary
- Excellent time management, administration and organisational skills
- Excellent MS skills particularly Outlook (diary management), MS PowerPoint, Excel & Word

- Flexible approach to work with a can-do attitude, with the want to deliver outstanding work on everything
- Willingness to proactively take on new tasks
- Ability to use initiative, forward think and work under pressure
- Ability to work to deadlines and manage conflicting priorities
- Adaptable, flexible and open to learning
- Strong team player; supports colleagues and shares knowledge
- Attention to detail
- Adept at managing a varied workload
- Proven work experience as a Training Coordinator, Training Facilitator or similar role is desirable

The successful candidate would start as soon as possible. We will review applications as they are received.

Salary will be between the range of £23,000 to £27,000, dependent upon 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.