

The Company

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.

Operations Assistant/Team Assistant

The Operations Assistant/Team Assistant is responsible for providing a wide range of operational support in a fast paced and changing environment. Reporting to the Operations Manager you will proactively assist the operations function to continuously improve the business capabilities and operational processes.

You will support the operations department, maintain administrative procedures; recommend changes as appropriate, and maintain the operational record-keeping systems. You should be able to work independently and be flexible to changing deadlines. The Operations Assistant/Team Assistant 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.

Key responsibilities:

- Facilities management including liaising with the tenant's association, landlord's agent and external contractors to rectify any issues with the building
- Support to the Operations Manager with office management requirements
- Ownership of internal project & time recording systems to include delivering reporting capabilities to the business

- Development of the company's internal surveying system to include creating comprehensive reporting capabilities and analysis of the data to the management team
- Onboarding & management of new suppliers to the business, ensuring effective working relationships and adherence to contractual obligations
- Team Assistant duties for the Research and Modelling teams – arranging travel and meeting requirements as necessary
- Developing process documentation for the operations team as required
- Provide adhoc support to the Operations team as required

Required attributes:

- Experience in a 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. Please state your earliest possible start date. Salary will be commensurate with experience.