

Role – Bureau Services Manager

Envantage Ltd
8 Grange Lane
Manchester
M20 6RW

Salary negotiable depending on experience.
Permanent, full-time
Monday to Friday 8-4pm (must be flexible)
Didsbury office – some home working available.

Employing 26 staff in from their Didsbury office Envantage are a, boutique, independent Carbon & Energy Consultancy, and third-party intermediary in the UK energy markets. Our aim is to transform the energy landscape for the companies we work with, through helping them to reduce their energy consumption, costs, and carbon impact, allowing them to focus on their business.

We are looking for someone to work within the existing structure to lead the development of our Bureau offerings and the team that delivers these services.

Main Responsibilities:

Responsibilities and Key Skills

You will be responsible for key tasks including:

- Manage Data and Bureau team
- Manage and control workstreams of the Data and Bureau Team
- Lead & manage onboarding of all data into company systems.
- Lead & manage analysis of all client utility bills.
- Negotiate refunds, credits, and re-bills with Utility Suppliers.
- Lead Tariff analysis of client's bill structures, create reports for clients and negotiate refunds with Utility Suppliers.
- have a good understanding of the businesses' products or services and be able to advise others about them.
- keep abreast of trends and changes in the energy and carbon marketplace.
- Keep abreast of changes in Government regulations regarding the energy industry.
- Keep abreast of changes in suppliers charging protocols.
- Communications with Customers
- Upkeep of client records within CRM

Qualifications and Skills

- Experience of working in the energy or utility industry is essential.
- Well presented, professional manner and socially adept.
- Strong commercial approach to all work.
- Strong time management and organisational skills are essential.
- Clear & concise written and spoken communication skills.
- Strong IT skills and experience of email, spreadsheets, and databases.
- Ability to use individual initiative as well as being part of a focused team.
- Proven track record of team management
- Proven track record of tariff and charging structures in the utility industry.
- Strong list of supply industry contacts.
- Previous experience within a similar role and corporate environment
- B2B energy background

To apply

Send your CV and a covering email to hello@envantage.co.uk with the subject “Job application – Bureau Services Manager”