

Junior Analyst, Data & Settlement Services

Location: Sarajevo | **Department:** Energy Supply Advisory – Supply - US |

Alfa Energy Group (An Edison Energy Company) is a global energy advisory firm that helps large corporate, industrial, and institutional clients better navigate the choices, opportunities, and risks that will emerge from the transition to a net-zero future. As stakeholder expectations around corporate sustainability increase, Alfa, Altenex & Edison help companies rise to this challenge by designing and implementing individualized strategies, projects, and programs across sustainability, renewables, transportation electrification, energy optimization, and energy supply.

Our alliance enables organizations to deliver on their strategic, financial, and sustainability goals by addressing today's key energy challenges: carbon, cost, complexity, and creating energy equity across communities.

Edison Energy LLC is a wholly owned subsidiary of Edison International (NYSE: EIX) and does business in Europe as Altenex Energy and Alfa Energy Group.

Position Overview

This role is an entry-level position within Edison Energy's Data & Settlement Services team. The primary goal for this team is to gain efficiencies through process development and standardization for client service delivery while maintaining the highest level of accuracy, timeliness and professionalism. This role will provide analytical support to natural gas and electricity energy managers in Edison's Energy Supply Advisory service line.

Responsibilities:

- Delivering required services to U.S. clients
- Obtaining energy data from various data sources such as suppliers, and data collectors
- Reviewing invoices for accuracy and raising and resolving errors with suppliers
- Processing invoices or preparing them for payment using internal and external platforms
- Performing energy data analyses and reports to enable the client to budget, forecast, recharge tenants or identify cost savings opportunities
- Producing various reports in conjunction with objectives
- Collecting, sorting, and providing data to relevant parties for their respective use
- Dealing with incoming external and internal enquiries
- Communicating with clients, suppliers or stakeholders via email and telephone as and when required
- Working alongside all stakeholders to provide a quality service to clients, within agreed deadlines
- Actively thinking of ways to improve service and the department
- Tariff Analysis - evaluate feasibility to switch to a more favourable utility rate schedule, identify incentives and uncover opportunities to opt-in or opt-out of various charges
- Additional responsibilities as required by the line manager

Experience and skills

- Strong verbal and written communication skills in English language
- Proficiency in Microsoft Office tools
- Excellent organizational and time management skills
- Highly Flexible
- Excellent analytical and problem-solving skills
- Excellent teamwork skills
- Desire and willingness to learn about the U.S. energy market
- Education background in economics/electrical engineering/administration – Desirable

This is a tremendous opportunity for any applicant. If you feel that you meet the criteria above, please send your application through the Alfa Energy Group website at:

[Edison Energy | Alfa Energy | Altenex Energy | Code Line Solutions - Junior Analyst, Data & Settlement Services \(lever.co\)](#)

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