

# JUNIOR OPERATIONS ANALYST

**Location:** Sarajevo

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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.

In the past year, our Operations team has been rapidly growing to meet the business's needs. As we continue this growth, we're looking for a new member to join our community, an individual who can embrace change positively and strives to develop professionally.

The role of Junior Operations Analyst requires professionalism and enthusiasm to ensure success. Candidates need to have excellent English verbal and written communication skills and high computer literacy. It requires someone who is hardworking and self-motivated with the confidence and ambition to deliver success to both themselves and the group.

## Responsibilities

- 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
- Additional responsibilities as required by the line manager

## Experience and Skills

- Excellent verbal and written communication skills in English – **Essential**
- Strong Microsoft Office (specifically Excel) skills – **Essential**
- Strong mathematics and analytics knowledge – **Essential**
- Keen eye for detail – **Essential**

- Problem solver – **Essential**
- Organised – **Essential**
- Delivery-focused and results-oriented – **Essential**
- Acts with integrity – **Essential**
- Accountable – **Essential**
- Flexible and self-motivated – **Essential**
- Excellent customer service and interpersonal skills – **Essential**
- 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:

<https://jobs.lever.co/edisonenergy/96b8f80b-9bae-4e08-9b02-d1d3c961426f>

Edison Energy, Altenex Energy and Alfa Energy Group is committed to building a diverse and inclusive workplace. We are a proud Equal Opportunity Employer and will not discriminate based on race, colour, religion, sex, sexual orientation, gender identity, national original, age, disability, protected veteran status or any other protected status.