

# OPERATIONS TRAINEE

**Location:** Sarajevo | **Department:** Human Resources | **Reporting to:** L&D Coach

---

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.

Alfa Energy Group is an international sustainability and energy services consultancy based in London, with offices in Frankfurt, and Sarajevo. The company has been successfully delivering energy cost management solutions to 1000s of clients across different countries since 1995.

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

If you're interested to learn about energy industry and grow and develop in the field, this is the right opportunity for you.

## You will be actively learning the following:

- How to obtain energy data from various data sources such as suppliers, and data collectors
- Review invoices for accuracy and raising and resolving errors with suppliers
- Process invoices or prepare them for payment using internal and external platforms
- Perform energy data analyses and reports to enable the client to budget, forecast, recharge tenants, or identify cost savings opportunities
- Produce various reports in conjunction with objectives
- Collect, sort, and provide data to relevant parties for their respective use
- Deal with incoming external and internal enquiries
- Communicate with clients, suppliers or stakeholders via email and telephone as and when required
- Work alongside all stakeholders to provide a quality service to clients, within agreed deadlines
- Actively thinking of ways to improve service and the department

## What we are looking for:

- Excellent verbal and written communication skills in English – **Essential**
- Keen eye for detail – **Essential**
- Problem solver – **Essential**

- Organized – **Essential**
- Acts with integrity – **Essential**
- Accountable – **Essential**
- Flexible and self-motivated – **Essential**
- Excellent interpersonal skills – **Essential**
- Mathematics and analytics knowledge – **Essential**
- Good Microsoft Office (basic Excel) skills – **Desirable**
- 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 to:

[Edison Energy | Alfa Energy | Altenex Energy - Operations Trainee \(lever.co\)](#)

Alfa Energy Group is an equal opportunity employer.