

# SALES ANALYST

**Location:** Sarajevo | **Department:** Sales & Marketing

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. On the back of recent new client acquisitions, we are undergoing an expansion programme, and looking for a Sales Analyst to be part of our Sales & Marketing team.

We are looking for a detail-oriented individual, passionate about playing an essential supporting role in the pursuit of generating new business with the world's largest energy users. This position can serve as a training ground to potentially join one of the most impactful consultative sales teams.

## **Job Responsibilities:**

- Client Relationship Management ("CRM") Data Quality
- Researching prospects by proactively sourcing sustainability reports, 10-K reports, leadership teams and other publicly available information
- Interacting with Sales team to provide valuable details to expedite the sales process
- With the help of the VP, launch different targeted sales initiatives and apply and track measurable Key Performance Metrics ("KPIs") for Leadership Team analysis
- Legal Contract Management with tasks such as but not limited to logging NDAs and managing important deliverable dates for the clients
- Organization of lead generation efforts targeted by market sector
- Seek operational efficiencies through process development and standardization
- Compile and analyse data over time to forecast sales trends
- Other special projects

## **Desired Background:**

- Bachelor's Degree in Business, Sustainability, or Marketing,
- No sales or industry experience is required

## **Required skills:**

- Detail-orientated and highly organized
- Proficient in all Microsoft Office products
- Excellent communication skills
- Advanced problem-solving and analysis skills
- Strong work ethic and willingness to take initiative
- Good attitude toward teamwork as well as the ability to work independently
- Demonstrated ability to multitask and prioritize
- Excellent time management
- Motivated to continually improve processes and tools
- Eager to learn

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 - Sales Analyst \(lever.co\)](#)

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