

Job Title	Junior Power Operations Analyst
Reporting to	Power Operations GLP
Department	Operations

### About Us

Corona Energy is a leading independent energy supplier with over 20 years' experience servicing UK businesses. We currently supply 14% of the industrial and commercial gas market with around 13,000 gas and electricity customers. At Corona Energy our culture is defined by our people. We are passionate about our employees and recognise that they should be in the centre of everything we do. Our awards reflect the great work we do in developing our teams and providing first class customer service and we are very proud to have held the Investors in People Gold award for the last 4 years. What are you waiting for? Join our team today!

### What does the job entail?

The Junior Power Operations Analyst will be part of a dynamic Operations team who deliver high quality service to all stakeholders through a meter lifecycle. This will involve analysis and interpretation of data from various sources, data processing and query resolution, ensuring additional value is delivered and operational risk controlled.

### Duties & Responsibilities:

- High quality delivery of back office core processes through the contract to cash lifecycle
- Resolve operational queries for both customers and internal colleagues, working with third party providers
- Validate monthly industry invoices – keeping charges to a minimum and preventing further occurrences of unnecessary charges
- Ensure the customer experience is optimum and continually look at ways of improvement
- Work with third party providers, building strong relationships, to meet SLAs where appropriate and improve data quality through continual analysis
- Work on and deliver effectively ad-hoc projects, reports and initiatives as required
- Analyse and resolve any data issues and anomalies
- Identify and realise any value-added opportunities
- Identifying, communicating and delivering improvements to business processes with an aim to continually reduce and control operational costs
- Working collaboratively with cross business colleagues to drive portfolio growth
- Maintain spreadsheets to a high degree of accuracy
- Effectively quantify and report performance
- Any other reasonable duties as requested by management

### Skills & Experience:

- Educated at degree level
- Excellent Excel skills
- Experience in analysing large data sets and reporting
- Good numeric skills with an eye for details and accuracy
- Excellent communication skills with experience of query resolution

- Energy experience – desirable
- Ability to prioritise and understand deadlines

#### Equal Opportunities:

- Able to demonstrate commitment to equal opportunities through their previous work experiences

#### What do you get in return?

- Competitive salary and benefits package
- Career progression opportunities
- Profit share
- Enhanced Pension Scheme
- Enhanced annual leave options
- Private Medical Insurance
- Life insurance and Income protection
- Day off on your birthday
- Fresh fruit, snacks and breakfast every day
- Amazing company parties
- Stunning new office with true community feel
- Online learning account

#### Applicants Privacy:

- Please read our Recruitment Privacy Policy on our careers page to find out more:  
<https://www.coronaenergy.co.uk/policies/recruitment-privacy/>

Employee Name:

Date:

Employee Signature: