



PURPOSE

This job specification details the requirements for the role of Energy Logistics Administrator, reporting directly to the Energy24 limited (E24) Trading Operations Manager.

PRIMARY PURPOSE OF ROLE

To work as part of the E24 24/7 Team to support E24 electricity operations and to ensure all E24 gas contracts are serviced in line with each customer's requirements through the use of E24 and industry systems and processes and constant interaction with internal and external customers.

MAJOR DUTIES

Collation and management of various sources of information to ensure that electricity and gas contractual obligations are met on a 24/7 basis.

Monitoring gas service user requirements, utilising existing systems and, where relevant, complete various portfolio specific activities including but not limited to: gas trading, LNG and storage nominations, trade matching and National Grid interaction.

Support the E24 electricity team through the delivery of non-trading validation, processing and data submission activities.

Working closely with various E24 departments in order to meet customer, industry, regulatory and E24 process requirements.

Ensure high quality customer service and communication is constantly delivered to all parties.

Maintain procedures and update continually, ensuring that they remain relevant and user friendly.

To be recognised as a specialist in this area by remaining up to date with industry knowledge, legislation, trends, key organisations and best practice.

As required, undertake ad hoc projects, including secondments to other sites, specialist projects and presentations to designated internal and external customers.

To act as a principal point of contact on designated specialist matters, providing high quality professional advice on relevant issues.

To positively represent the E24 team, the work and services it provides to both internal and external personnel.

To develop and maintain effective and supportive working relationships with other members of the E24 team.

Continually stay up to date with changes in the UK gas market and customer instructions to ensure the highest standard of service is delivered.

N.B. This list is not exhaustive and additional responsibilities may be undertaken, dependent upon business need.