

Business Support Manager - (Home Based)

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Company: The Green Recruitment Company

Location: United Kingdom

Category: other-general

Role Overview:

The Green Recruitment Company is offering the chance for someone to join one of the members of the 'Big 6' who are looking for a Business Support Manager to join their most profitable division.

Ideally you will be an experienced Business Support Manager, with the ability to manage multiple core tasks to aid growth within the business. You will be a key contributor to the development of the business by delivering small projects that will provide customers with essential data that they can use to save energy and money. Moreover, an essential part of the role is designing and creating unique Dashboards for clients.

Key Responsibilities:

Support growth in the Business for all sub/complex metering and associated data led intelligence services

Co-ordinate RAMS agreement on behalf of the team

Oversee and co-ordinate the raising of purchase orders (PO's) and the payment of invoices

Oversee Stock levels and ordering. Maintain Equipment and training records

Manage all metering faults and their rectification

Oversee and filter the work flow of new opportunities/projects coming into the team

Responsible for designing & creating customer dashboards / GUI's in the in;site software platform

Software handover to customers

Testing of new devices

Essential Characteristics

A breadth of knowledge and experience in the application of metering data to identify tangible energy saving benefits for customers

Some commercial acumen and experience of operational and contract/performance management

With an Energy Management background ability to use that knowledge to design & create informative dashboards and software reports

Effective communicator with good stakeholder management skills.

Can build sustainable and productive relationships with stakeholders.

Capable of influencing at management levels of the organisation, able to win confidence and generate respect across the business, and handle conflict with skill and sensitivity, challenging views in a non-adversarial manner.

Sound analytical skills, capable of clearly identifying and solving problems proactively.

Organised with a structured but pragmatic and, where needed, flexible approach.

*Must have a valid UK Driving License

For more information or to apply for the role please send your CV to;

Louis Blaser

www.greenrecruitmentcompany.com

Please get in touch with any queries on:

+44 (0) 203 640 2130

The Green Recruitment Company is a specialist recruitment agency that recruits across the environmental and waste management sectors. If this role is not of interest but you are looking for a new opportunity, please contact the named consultant who

would be happy to discuss current vacancies in your target area.

The Green Recruitment Company is an Employment Business for interim, contract and temporary recruitment and acts as an Employment Agency in relation to permanent vacancies.

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