

Blake Clough

CONSULTING

Business Support Executive (Slaithwaite, Huddersfield)

About Us

Blake Clough Consulting is a specialist energy consultancy with a focus on the electricity networks.

We cover a range of areas relating to feasibility studies, project engineering, innovation, regulation and technical strategy, with a strong emphasis on our customer relationships.

We are passionate about the decarbonisation of the energy system and the transition to “Net Zero” and aim to support our clients to accelerate this change as effectively as possible, whether that be local authorities, large network companies, private developers etc.

Our clients range from electricity network operators, regulators and public sector organisations through to private developers, both onshore and offshore, looking to develop projects connecting into the electricity networks.

We have strong relationships with a wide range of partners and associates, developed over many years of working in the industry, which ensures that we can offer the highest quality and most appropriate capabilities, tailored to meet the requirements of each project and client.

Our work is underpinned by solid analysis and modelling, including techno-economic assessment, cost benefit analysis, power systems analysis and network modelling.

For more information on who we are please visit our website at www.blakeclough.com

The Role

We are seeking an individual to carry out business support and administrative tasks. This will involve working closely with our Operations Director to carry out and lead on various tasks. There is also the opportunity to assist in defining new processes and driving business change, as we are a relatively young company and growing very quickly. There is also the opportunity for involvement in marketing and preparation of proposals.

We are a friendly and young team, and a new recruit in this area would be made to feel very welcome!

The role is likely to include the following tasks:

- Setting up new projects
- Invoicing projects and submitting to clients
- Communicating with the team to update (for example) holiday trackers and ensuring that time sheet bookings have been made
- Organising and booking travel
- Processing expenses
- Planning and organising away days and other get togethers
- Leading on cash collection

The Individual

We are seeking an organised individual with strong written and verbal communication skills. Experience in a similar role would be beneficial but is not essential. There is opportunity to progress into a role with greater responsibility if this is desired.

- Strong communication skills, both written and verbal
- Highly organised
- Team player
- Ability to work with financial systems
- Computer literate – MS Word, Excel and SharePoint essential
- Ability to take initiative and come up with new ideas is desirable
- Assisting with implementing and driving forward processes, for example ISO9001

Base Location

Slaithwaite, Huddersfield, West Yorkshire. The individual must be able to work from the Slaithwaite office for the majority of the working hours. Slaithwaite is located on the main train line between Leeds and Manchester, and is one stop from Huddersfield.

Working Pattern

At Blake Clough we recognise that flexible working is important to our people and offers a lifestyle where work can be balanced effectively with your personal life.

Working hours are 37.5 hours per week, which generally need to be worked during core office hours.

Benefits

We offer a competitive base salary together with performance related bonus scheme (up to 10% of base salary). Salary commensurate with experience and qualifications.

Pension (5% employer contribution when employee contributes 3.5%).

Next Steps

If the role description above reflects you and you are excited by the prospect of joining us, please apply online via LinkedIn or via email to info@blakeclough.com by providing both a CV and a cover letter.