

ROLE PROFILE

Job Title: Analyst, Energy & Utilities Location: UK - Flexible
Reports to: Energy Manager Division/Dept: Group Operations > Sustainability

Summary of the Role's Main Purpose

To support the Energy Manager with processing energy and water data throughout the year.

Principle Accountabilities

- Process raw data from various sources, such as PDF invoices, spreadsheets, and third-party portals into our internal collation formats (i.e., Excel Spreadsheets).
- Verify data by comparing it to source documents.
- Retrieve data from the database or electronic files as requested.
- Arrange and systemise documentation subsequent to data entry, thereby safeguarding against inadvertent loss.
- Save evidence of consumption within ESG software and other databases.
- Preparing and uploading data onto ESG software.
- Supporting the Energy Manager with data cleansing tasks.
- Maintain Internal Database
- Undertake other sustainability related tasks as directed.
- Effect ESG Database site updates, such as new information on whether a site contains gas or not.
- Internal and external stakeholder management.
- Pro-actively communicating and providing updates on work.

Core Areas of Knowledge, Skills & Experience

- Excellent knowledge of word processing tools and spreadsheets (MS Office Excel, Word etc.).
- Ability to comprehend and understand complex data files – sometimes in different languages.
- Great attention to detail.
- Proven experience in data entry.
- Ability to work to and meet deadlines.
- Good numeracy and communication skills.
- Ability to be flexible and adaptable.
- Motivated and able to work independently.
- Good excel knowledge and an interest in and affinity for platforms and tools.

Date of completion: February 2025

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.