

# Job description



**Title:** Management Trainee – With Ambition

**Company:** Connected Energy

**Location:** Flexible/Hybrid/The Core, Bath Lane, Newcastle Helix,  
Newcastle upon Tyne, NE4 5GF  
[www.c-e-int.com](http://www.c-e-int.com)

**Start date:** Immediate

**Salary:** Competitive, subject to experience

**You:** *Will be bright, motivated, ambitious, numerate and passionate about sustainability.*



## Background:

Connected Energy, a world leader in the field of clean technology and circular economy, is looking for an ambitious Management Trainee to join our team of passionate entrepreneurs.



Globally, we are the leading company, selling commercially viable energy storage systems that utilise 2<sup>nd</sup> life electric vehicle battery packs. We reuse batteries that are functional but no longer store enough energy to travel the range drivers need in their electric vehicles. Our collaborators include Renault and Jaguar Land Rover and we are ready to take on the world!



Following major investments from Engie, Sumitomo, Macquarie Bank and Turquoise Capital, the Low Carbon Innovation Fund and an additional funding round due to conclude shortly, our aim is to expand our business rapidly with control and efficiency. That's where you come in ...

We are looking for a candidate who can hit the ground running, and understanding we are in scale-up mode, is not afraid to roll up their sleeves. We seek an ambitious, highly organized, forward-thinking individual with broad business interests and skills to provide administrative support across various parts of the business.



As a self-starting, intelligent, organised, disciplined, numerate and creative thinker you will work with our team to provide support across a range of functions as well as maintaining and building processes, procedures and activities as the business grows. As our business grows and develops, so will you.

## Objectives:

- Establish and support professional and efficient administrative practices across the business.
- Provide administrative support to the Finance, HR and Sales & Marketing, functions.
- Work alongside other staff to support a range of internal and external initiatives.
- Provide the data and information required to track business performance.



## Roles and responsibilities:

The role will include but not be limited to:

- Finance
  - Supporting the monitoring, control and administration of financial information including sales and purchase invoices, expenses, operational budgets etc.
  - Maintenance of employee benefits and pensions information
- HR
  - Assisting with recruitment, liaising with recruitment agents, setting up interviews, preparation of documentation and maintenance of records.
  - Establish and maintain training and development programmes across the business
- Sales & Marketing
  - Helping to arrange events
  - Support with preparation of marketing material and activities
  - Providing administrative support to the sales and marketing team
- Management information
  - Taking minutes of meetings
  - Assistance with the preparation of Information Packs
  - Assistance with the preparation of management information
- Travel
  - Making UK and international travel and accommodation arrangements for staff as and when required,
- Appointments
  - Setting up meetings for staff members as and when required.



## Requirements:

The successful and exceptional candidate will have:

- Hold a degree (ideally a business degree with finance modules) and have at least 2 years' experience in a relevant position.
- Be extremely competent in the use of Microsoft Office, in particular, Word, PowerPoint and Excel.
- Be experienced and comfortable with working alongside accountants to maintain sound financial records that enable them to prepare monthly management accounts.
- Have experience of working in conjunction with an HR function and the general principles and practices that that involves.
- Have a desire to make things happen and an attention to detail and drive that ensures they do happen.
- Have experience of working within a relatively small and flexible but professionally operated business or team.
- Be intelligent, enthusiastic, motivated, flexible and excited about their role in helping to grow a Cleantech business and make a positive impact.



We feel this is a great role for a bright motivated individual who is keen to develop a broad base of experience and knowledge of our business as a foundation for career growth.

If this role sounds like you, we would love to hear from you. Get in touch with us via email with Graduate Trainee - With Ambition in the subject line. Attach a CV and cover letter explaining: your suitability; why you're drawn to this role; and why Connected Energy. A right to work in the UK is essential. Applications will be assessed as they arrive. Please send inspiring applications to [info@c-e-int.com](mailto:info@c-e-int.com)