
Core information

Role title:	Business Analyst/Operations Manager	Remuneration:	Competitive
Working hours:	Full-Time/Part-Time	Start Date:	ASAP
Reports to:	Founder	Location:	London UK

Position and Our Company

ALP Technologies is a profitable renewable engineering energy company based in London, Berlin and New York. We have won numerous awards on research and development projects for technologies to benefit lower income countries covering several different innovative fields and technologies. Our company is designing, prototyping, and testing a state-of-the-art li-ion battery storage system (M-BRIC) that is the smartest and lowest cost in the world for 2 billion people to access renewable energy.

Click [here](#) to see more about the M-BRIC.

Click [here](#) to see more about our mission.

At ALP, we see the people as the value of our system and as the core of the innovation. We operate with an agile mindset and tackle problems always considering the business case and root cause.

We are a small but fun young company, where everyone shares the same drive to provide electricity to rural areas in low income countries where people need it most. We believe that efforts should be invested in fulfilling basic human needs first before focusing technology efforts on improving the already good. You can find us in our office in Hackney Wick, where bars and pubs are not far to enjoy some after work drinks with the team.

Our team is looking to hire a Business Analyst/Operations Manager to support the team in all things business. You will help with the management of all aspects of day-to-day operation functions, including: admin, finance, HR, sales, business development, ad-hoc tasks, and strategic decisions. You should be able to develop sound business cases and drive measurements of actions to continuously improve on the inputs and ultimately the outputs of the business.

Responsibilities:

We are looking for an organized, proactive and ambitious Operation/Office Manager and Bookkeeper with relevant experience to join a growing team

- Running existing and improving operation structure and processes
- Overall help in running of day to day business operation
- Bookkeeping and all related admin
- HR Support – Coordinating recruitment processes, onboarding new starters, etc
- Ad hoc operation and admin work to assist CEO

Ideally you would have a background in an early stage fast growth company or can demonstrate relevant experience and ambition to manage one.

Desirable: Native German Speaker. German language skill will help manage setup and expansion of the Berlin, Germany office and business activities to replicate and complement the success of UK's businesses.

Skill Requirements

	Requirements	Essential/ Desirable
Qualifications	A Bachelor's degree in Management, Business or a relevant field. Keen interest with renewable energy, power systems or battery energy storage	E
Knowledge	<ol style="list-style-type: none">1. Excellent communications and presentation skills2. Ability to work on own initiative and as part of a team3. Results-driven focus with analytical capability4. Previous experience in a start-up agile work environment5. Ability to innovate and simplify current processes and practices6. High affinity towards data and technology with ability to dive deep and analyse opportunities and processes7. Ability to apply system thinking8. Experience working with clients9. Project Management Experience	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
Values	<ol style="list-style-type: none">1. Hard-working – Start-up work ethic is a must!2. Take personal responsibility - self-initiative mind-set and a desire to learn3. Flexibility and adaptability – someone keen to take on a variety of tasks across different fields and switch between them effortlessly4. Communicative and team mentality – both traits are important and complimentary in a team environment5. Organizational skill/Proactivity – Impeccable time management skills with the ability to act in advance and plan ahead6. Attention to detail – Must have mentality to check, re-check work and a mind-set towards risk identification and mitigation	

Applicants need to be eligible to work in the UK.