



**Position:** Energy Consulting Analyst  
**Department:** Amerex Energy Services  
**Reports To:** Manager, Pricing Analysis and Operations

Founded in 1978, Amerex Brokers LLC is a leading over-the-counter energy brokerage offering services in electricity, natural gas, emission credits and allowances, renewable energy credits, data services and retail energy procurement consulting. Amerex offers liquidity and timely execution to meet the needs of a global client network of more than 1,000 firms. Amerex is a subsidiary of GFI Group Inc. (“GFI”) and a wholly owned indirect subsidiary of BGC Partners, Inc. (“BGC”) (NASDAQ: BGCP).

Started in 2004, Amerex Energy Services (AES) is the retail consulting division which advises commercial, industrial, institutional and governmental entities in developing and implementing energy purchasing strategies. Operating in all deregulated electricity and natural gas markets across the U.S., AES offers unmatched market intelligence and depth of experience in providing comprehensive energy price risk management services. Headquartered in Sugar Land, TX, we offer a dynamic and fast-paced work environment centered on a culture of teamwork and growth.

## Energy Consulting Analyst

This position is critical to the success of our consulting services sales and client services management efforts. The role is focused on the facilitation and coordination of communications throughout the sales process between internal Amerex stakeholders and external client and supplier relationships. This position also requires the ability to independently perform critical account management duties.

## Responsibilities

- Manage Electric & Natural Gas Procurement Process
  - From initial data collection through contract closing and deal entry into Amerex Customer Relationship Management (CRM) system
  - Communicate with clients to compile and validate account lists, obtain usage information and contract documents
  - Coordinate with utilities and suppliers as needed
  - Prepare, submit and manage Requests for Quotes (RFQs) for electricity and natural gas contracts to qualified retail suppliers
  - Aggregate responses, ensure accuracy and conformity and prepare summary assessments for evaluation by Energy Consultants and clients
  - Identify and resolve errors in and issues with responses to RFQs, as needed
  - Serve as key point of contact for analyzing complex, non-fixed price RFQ pricing analyses
  - Following contract execution by clients, facilitate communication between retail suppliers: ensure receipt, acceptance, booking, and obtain broker confirmation
  - Manage deal import into CRM system

- Maintain CRM system records to reflect accurate client information, sales activity, deal flow, and assist Energy Consultants adherence to process flows
  - Advise and assist Junior Energy Consulting Analysts, as needed
  - Role should improve efficiency and support effectiveness of Energy Consultants
- Facilitate Client Service Needs
  - Including contract issues, bill issues, new account setup, service transfers, utility relationship, etc., and determine needs and identify path for quickest resolution to issue for client satisfaction
  - Create and maintain reports for ongoing client needs, as directed
  - Facilitate annual budgets for commercial real estate clients
  - Escalate issues timely and appropriately to ensure client satisfaction
  - Manage setup and ensure accuracy of client information in third party vendor systems as needed for data management, invoice auditing and payment, and reporting services
- Facilitate Energy Consultant Needs
  - Support assigned Energy Consultants with opportunity lists to manage contract renewals and ensure timely and complete coverage, utilizing independent judgment
  - Perform client research, as directed, to support Energy Consultants' prospecting efforts
- Adhere to Amerex's Best Business Practices
  - Maintain standard workflow
  - Maintain effective communication with clients and retail suppliers
  - Provide assistance to accounting team for monthly financial close
  - Contribute to achievement of team goals and objectives
  - Other responsibilities commensurate with position as assigned

## Qualifications

- Bachelor's degree, preferably in Business or Marketing
- 2+ years professional experience, preferably in sales support or customer service; retail energy experience is preferred
- Familiarity with deregulated U.S. electricity or natural gas markets is a plus
- Strong people skills with ability to communicate effectively verbally and in writing
- Must be self motivated, possess a strong work ethic and attention to detail, and able to work in a fast-paced environment with multiple deadlines
- Strong problem solving skills and demonstrated ability to work within a team
- Ability to learn and adhere to business processes and rules, maintaining high quality
- Must demonstrate a professional appearance and demeanor, and promote a positive work environment
- Ability to work normal office hours (8am to 5pm) and beyond as needed.



- Strong computer skills, specifically with Microsoft Office software (Outlook, Excel, Word, PowerPoint); CRM experience is a plus, preferably with Salesforce.com
- Limited travel

## Compensation

Our salaries are competitive and commensurate with experience. This is a salaried position with the ability to earn a discretionary bonus at management's discretion. Benefits include medical, dental and vision insurance, and 401(k) savings options. Expenses will be reimbursed in accordance with company guidelines.