



JOB OPENING

Project manager.

Term: Full-time position, 1-year fixed term contract with potential for renewal

Probation: 3 months

Location: The role is based in London, but some regional travel is expected

Salary: £30,000 - £35,000 dependent on experience

Closing date for applications: 7 March 2019

ABOUT

Working with Pilio.

Pilio is an energy analytics software company, which spun-out of the Environmental Change Institute at the University of Oxford in 2011. Pilio was founded by energy researchers Catherine Bottrill and Dr Russell Layberry. Our team has over 30 years of combined experience in energy management and software development.

We are a fast-moving and ambitious start-up and our core product is a holistic energy management platform designed to help commercial and residential buildings track, analyse and minimise their energy consumption costs and carbon emissions. We also provide an integrated Impact Package which pairs our software with training, consultancy, custom reporting, and technical services such as energy audits and ESOS. Our clients include energy brokers and suppliers, retail outlets, cultural centres, theatres and heritage sites, hoteliers and other innovation companies.

ABOUT

The role.

We are looking to appoint a full-time project manager to join the team working on energy innovation, software service, and consultancy for businesses. We are looking for an energetic, ambitious junior staff member with room for growth in green tech. The applicant should be comfortable working in a small dynamic team and closely with the CEO and Chief Science Officer (CSO). This role will include project delivery on energy saving consultancy contracts, client account support, energy analysis using the energy management software, and some office/administrative support.

Your responsibilities.

- Support the advancement of the software service with market and business research
- Work with the team to implement new functionality in the software
- Assist clients with software technical support and training
- Support the consultancy delivery team in the analysis and presentation of energy data
- Write communication materials – e.g. client case studies
- Manage client and prospect databases to support the sales team
- Support the CEO with basic administration

Candidates must have the following:

1. Master's degree in a relevant field, such as geography, climate change, environmental science, other sciences, engineering or maths
2. 3 to 5 years of work experience in energy and/or sustainability
3. Numeracy, including confidence working with datasets
4. Genuine interest in building energy efficiency and carbon reduction through fabric, equipment, technology and behaviour change
5. Background in facility management, energy management, or energy auditing a plus
6. Keen interest in creating software-based environmental sustainability
7. Self-starter with interest in growing software and services customer base
8. Self-motivated, proactive, and collaborative approach to work
9. Ability to communicate effectively with different team members and clients via email, phone and in meetings (experience in public speaking a plus)
10. Writing proficiency (writing sample may be requested)
11. Excellent organisational capabilities, including the ability to multi-task on different projects simultaneously and troubleshoot calmly and concisely
12. Basic administration, including diary management and taking minutes
13. Good knowledge of Excel, Powerpoint, Word and online productivity tools (e.g. Dropbox, Teamwork, etc.)

Please note that no programming or coding experience or expertise is required for this position. But an interest or willingness to learn about product innovation for a software company is key.

Apply.

To apply please send your CV and a 1-page cover letter outlining how you meet the requirements of the role to **info@piliogroup.com**

Date closing: 7 March 2019

Interviews: 1 week after close date

Start date: 1 April 2019