

Our energy service company sense electra in Berlin-Mitte is looking for a new:

# PROJECT ASSISTANT UK (F/M/X)

Permanent position - full-time - Berlin



Founded in 2017, sense electra is a Berlin-based energy services company with international partners and clients. We specialise in consultation and implementation services for renewable energy generation units, particularly for combined heat and power units. We aim at always finding our valuable customers optimal energy solutions.

If you don't know much about energy technology, don't worry! We'll provide you with all the training you need. For the time being, this is a fixed-term contract for one year, with an option to extend.

**Are you communicative and proud of your soft “people” skills?  
Then you might be just the person we're looking for.**

## Your tasks:

- Providing telephone support to partners and clients across the UK
- Transmitting feedback and solutions to UK clients and partners
- Recording orders and resolving technical issues
- Assistance in the development of energy supply concepts with regard to heat and electricity for existing and new buildings
- Assisting the UK expansion team

## What you bring along:

- Very good knowledge of written and spoken English (European language: level C2)
- Friendly, polite and easy-going telephone manner
- Basic interest in the electricity and gas market
- Fundamental knowledge of German (European language: level B1)
- Working knowledge of Microsoft Office, particularly Word and Excel
- Service and solution-oriented work attitude
- Data analytical and mathematical skills are bonus
- We welcome applications from career changers
- Ability to work both independently and in a team

To find out more or to apply with your CV and cover letter, please contact Mrs. Bezruchenko, at [bewerbung@sense-electra.de](mailto:bewerbung@sense-electra.de).

## Contact

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[www.sense-electra.de](http://www.sense-electra.de)

## What we offer:

- Comfortable offices in the heart of Berlin and close to *Unter den Linden*
- Be part of a friendly, international team
- Communicative working atmosphere with flat hierarchies
- Commission-based compensation in addition to salary
- German-language training and support
- Free cold drinks and coffee (organic of course!)
- Long-term perspectives in our expanding and ecologically oriented company
- Family-friendly company policies that enable you to combine work and family life
- Immediate start-date