



Business Development Analyst

Brilliant Energy, LLC is a fast moving Retail Electricity Provider located in West Houston and is currently seeking a self-starter with experience in the energy sector.

In this role, the candidate will be performing and improving upon the effectiveness, efficiency and quality of the work group.

Role Accountabilities:

- Coordination and interaction with multiple departments
- Providing support and Subject Matter Expertise to internal and external clients
- Accomplish maximum operational effectiveness and customer satisfaction
- Prepare and process documents
- Perform regular reconciliation of data and processes
- Must be flexible to work based on business needs
- Ability to manage multiple tasks and complete assignments on a timely basis

Valued Experience & Qualifications:

- Minimum one year accounting/administrative experience preferred; OR, any equivalent combination of experience from which comparable knowledge, skills and abilities have been achieved
- Highly developed interpersonal skills with excellent written and oral communication
- Ability to manage and adapt in an extremely busy and frequently changing environment
- Ability to work effectively under pressure and within time constraints
- High ethical standards and professionalism are a must with an ability to maintain confidential and sensitive information
- Highly motivated, organized and detail-oriented
- Advanced knowledge of Microsoft Word, Excel and Outlook
- Strong problem solving skills and the ability to utilize good judgment
- A positive attitude to work well with all types of personalities
- Ability to communicate effectively and efficiently, both written and verbally

Salary: Commensurate with experience

How to apply: Interested candidates please e-mail your Resume (in Word or PDF format), cover letter and salary expectations to BusinessDevelopmentjobs@brilliantenergy.com or fax to 713.789.5455