

# Energy Industries Council Job Description

<b>Job Title:</b>	<b>Research Intern – Energy Supply Chain</b>	<b>Business Location:</b>	Rio
<b>Job Grade:</b>		<b>Benefits Grade:</b>	

<b>Responsible to (Line):</b>	Senior Supply Chain Analyst	<b>Responsible to (Function):</b>	EICSupplyMap
<b>Responsible for (Line):</b>		<b>Function: (If appropriate)</b>	

## Purpose / Role

The Research Analysts role is to support the Senior Supply Chain Analyst in the delivery of the EICSupplyMap product

## Key aims and objectives

- To collate and enhance information on all UK companies in the UK supply chain that work within the wider energy sector
- To ensure all data captured is of the highest quality and will allow for detailed analysis of the supply chain
- To support the delivery of EICInsight reports to deadlines

## Prime responsibilities and duties

- Assist in the identification of all UK companies that provide capital goods and services to the wider energy sector. Ensure that no duplicate companies exist in the listing.
- Research, gather, maintain and enhance information on each of the companies that have been identified as being part of the supply chain. This will include gathering information from companies' house, company websites, phone calls and questionnaires.
- Research, gather, maintain and enhance information on Global Operators and Developers, and global EPC and OEM contractors
- As directed work closely with the Product Development team to test and deliver upgrades and enhancements to EICSupplyMap and related products.
- As directed provide support in delivery of the EICInsight reports related to EICSupplyMap.
- Where appropriate and as directed, establish good working relationships with relevant external organisations including UK based operators and EPC contractors, and DIT.
- As requested, undertake demonstrations of EICSupplyMap
- Research, gather, maintain information on global locations of EIC members.
- Assist in the identification of agents/ reps in the GCC and other regions.

### General

- Assist the EIC America team with regard to CRM matters.

## Key internal interfaces

- Director, Market Intelligence
- Senior Supply Chain Analyst
- Membership team
- CEO

## Key external interfaces

- EIC Members
- The UK supply chain
- Operators, Developers and EPC contractors
- UKEF, DIT, SDI, OGA and other relevant partners in the process

## Core competencies

- Communication: Excellent verbal and written abilities
- Team Work: As well as being highly self-motivated
- Technical: A good grasp of IT issues and functional software packages
- Planning and organising skills
- Results oriented
- Research: Proven ability to use multiple sources of information

<b>Monthly salary:</b>	<b>R\$1.100,00</b>	<b>Working hours:</b>	30 hours/week
<b>Benefits:</b>	<b>Transport and meal vouchers, life insurance</b>		

<b>Issued (date):</b>	<b>Signed by Line Manager:</b>	<b>Functional concurrence:</b> (if appropriate)	<b>Signed by Employee:</b>