

JOB VACANCY FORM

✓ **Full-time**

Job Title: Junior data and research analyst

Application Deadline: September 11th

Company Description

NAME OF FIRM/INSTITUTION: Energy Intelligence (EI)

TYPE: Multinational

INDUSTRIAL SECTOR: Energy Research

BRIEF FIRM PROFILE/ DESCRIPTION:

Energy Intelligence (EI) is the leading independent provider of energy news, analysis, data and research. Our award-winning information services set the industry standard for excellence, and our proprietary data are indispensable for all energy professionals. Through its Research & Advisory arm, EI also manages projects for clients internationally and compiles incisive reports and data analytics. The annual Oil & Money Conference in London features among the high-profile events that EI hosts. Providing over 60 years of expert energy coverage, EI is the guide to understanding today's biggest stories and taking advantage of tomorrow's opportunities.

EI has offices in eight locations around the world with commercial presence in New York, London, Singapore, Moscow, Beirut, Dubai, Washington and Houston.

FIRM WEBSITE: www.energyintel.com

Job Description

BRIEF JOB DESCRIPTION:

Job Summary:

The junior analyst in the Beirut Data & Research Team will primarily be responsible for the on-going update to and expansion of data centric research and analytical content and services. This role is key in supporting Energy Intelligence global teams to develop and maintain accurate data used for in-depth reporting and analysis of the energy industry. The Junior analyst will report to Beirut based Director of Research and Advisory

Job Responsibilities:

- Creating and maintaining databases using Energy Intelligence's data management systems and tools, including identifying new data sources, updating existing datasets and identifying and resolving outliers.
- Maintaining and updating existing data services including:
 - World Crude Oil Data
 - Research and update global country and crude profiles, along with associated data
 - Oil Market Intelligence data
 - Data acquisition (via research and automated methods) in support of a global supply and demand database
 - Generate and share insightful and accurate summary statistics, charts and other data visualizations to identify meaningful trends and anomalies
 - Build and maintain database of upstream supply projects
 - Support other data tools and services as assigned, including publishing data updates and updating analytical data products
 - Data sets including pricing, global market fundamentals, production, resources, and others.
- Liaising with data team and global editorial and research staff to collaborate on adhoc data and analysis needs
- Engaging directly with market participants and sources for research, data gathering and validation
- Providing client support on data questions and deliverables
- Adhering to Energy Intelligence standards for data governance, including gathering, processing, storing and distributing
- The candidate will also be required to carry out any other duties which may reasonably be required of them

JOB LOCATION(S):**City: Beirut****Country: Lebanon****DEGREE:**☐ ☒ **Bachelor**☐ ☒ **Master a plus**

MAJOR/ EMPHASIS: Economics, Applied mathematics, Statistics, Economics with exposure to politics and energy if possible, Minor in English, Creative Writing, Political Science

WORK EXPERIENCE:

1-2 years – Experience working with a team on projects under tight timelines

SKILLS:

Languages Skills:

✓ English ✓ Arabic ☐ French ☐ Languages are a plus as EI deals with data from a large number of countries

Computer Skills: Microsoft office, Excel, databases and query languages, ETL or other data management tools is a plus

Other Skills:

- Excellent English writing skills
- Major in mathematics, statistics or a related field with experience in liberal arts (Economics, Energy, or Political Sciences)
- Strong research and analytical skills
- Expert in excel
- Experienced in online research
- Experienced with Microsoft Office
- Fluent in written and spoken Arabic and English
- Able to conduct phone interviews to collect data
- Ability to work in a global organisation and to be able to influence effectively
- Strong interest in the energy industry
- Familiarity with databases and query languages
- Understanding of political science and economics
- Experience with ETL or other data management tools is a plus
- Other web and digital skills desirable

SALARY DEPENDS ON PROFILE

Basic Salary Range: \$1300 per month or greater depending on work experience

Other benefits include:

- **Health Insurance**
- **Transportation**
- **Lebanese NSSH**

WORKING DAYS: FROM MONDAY TILL FRIDAY

WORKING HOURS: FROM 8- 9 AM TILL 5-6 PM

Resumes will be sent by email to:

- **Name of contact person: Ms. Rana Samaha**
- **Email: rsamaha@energyintel.com**
- **Tel: +961 3 301278 +961 1 614282/3**