



Business Process Manager

Amsterdam or Paris

Join the EPEX SPOT Team: Innovate, Collaborate, Thrive

Job Summary: You are going to play a pivotal role in overseeing the administration, documentation, and continuous improvement of all business processes across the company, encompassing both departmental and end to end processes. You will work collaboratively with all process owners across EPEX, in tight coordination with business, operational and technical teams. You will therefore add a lot of value by fostering collaboration across teams and enhancing communication, ensuring that processes are harmonized and aligned with company's strategy.

Key Responsibilities:

- 1. Process documentation specialist: streamlining workflows and enhancing operational efficiency**
 - **Process mapping:** Lead the mapping of all company processes, ensuring that departmental and cross-functional workflows are visually represented, clearly understood, and accessible to all stakeholders.
 - **Standardization:** Ensure that processes are standardized across the organization where applicable, with clear roles, responsibilities, and procedures documented.
 - **Central repository:** Maintain and update a centralized repository of all documented processes, ensuring they remain accurate, up-to-date, and compliant with internal standards and Group policies.
 - **Training and support:** Act as a process management coach and provide guidance to process owners, helping them being up-to-date with state of the art process tooling box, and ensuring they are taking ownership and leading for changes where needed.
- 2. Continuous Improvement of existing processes:**
 - **Process evaluation:** Review and evaluate existing processes for inefficiencies, bottlenecks, or opportunities for improvement. Gather feedback from process owners and users to identify pain points to bring out the best from every process.
 - **Agile methodologies:** Apply Agile methodologies to identify waste and enhance the effectiveness of processes across teams.
 - **Change management:** Lead the change management efforts required to implement process improvements, including stakeholder engagement, communication, and tracking progress against KPIs.
 - **Performance monitoring:** Establish metrics and dashboards to measure the performance of processes and the success of improvement initiatives. Track outcomes such as process efficiency, resource utilization, and time-to-completion.



Key Requirements:

Hard Skills:

- Strong leadership skills and change management skills helping you drive team members and managers towards the goal
- Ability to take the lead on the topics you are responsible for, including issues that are difficult to solve, natural talent to facilitate problem resolution and find effective solutions
- Great analytical skills: you can deduce the key information from complex data to identify areas for improvement. You make data-driven decisions. You summarize complex items and report in a clear manner
- Good knowledge of relevant software and tools used to manage processes, such as workflow automation tools, project management software, and analytics tools. Confluence working experience is a plus.

Soft Skills:

- Excellent communication skills both in writing and orally.
- Proven ability to collaborate with cross-functional teams and bring along team members, stakeholders, and managers to ensure that processes are well documented, communicated, optimized and understood

EDUCATION & EXPERIENCE

- Bachelor's degree in business, engineer, operations management, or equivalent degree
- A certification in Agile would be appreciated
- 10+ years of experience in process management and/or other relevant fields
- Experience with process mapping, automation and documentation tools
- Experience leading cross-functional teams and managing multiple projects simultaneously
- Working experience in an international environment, financial markets, energy markets or exchange activities would be a plus

LANGUAGE SKILLS

- Fluent English (written and verbal) is required (working language)
- French, German and/or Dutch is a plus

LOCATION

No specific restriction amongst other EPEX offices locations and attractive hybrid work policy.

Who Are We?

The European Power Exchange EPEX SPOT SE operates physical short-term electricity markets in Central Western Europe, the United Kingdom, Switzerland, the Nordics and in Poland. Furthermore, EPEX SPOT newly offers local flexibility markets solution and Guarantees of Origin auctions, to foster the integration of renewable energy sources and to enhance the engagement of consumers and producers in the power market. The heart of our business is to bring together electricity supply and demand across Europe. We shape the future of the European power market by supporting decarbonization, decentralization, digitalization and contributing to the global energy transition toward a sustainable future.

At EPEX SPOT, we believe in fostering a vibrant and inclusive culture where every team member can thrive. Our core values— trustful teams, innovation & agility, and customer centricity— are the foundation of



everything we do. Diversity is the cornerstone of our way of working, reflected in how we face challenges and work together as unique individuals to build a stronger organization.

Our DNA is embedded in continuous improvement via constructive feedback, collaboration among colleagues and transparency culture. We believe in true leadership, supporting our vision towards the energy transition, as well as the development of our People.

Why join EPEX SPOT?

At EPEX SPOT, you'll be part of a passionate, talented, and international team dedicated to shaping the future of the European power market. Our offices and inclusive workplaces throughout Europe celebrate diversity and support our employees to unfold their full potential.

We offer a decentralized working system with an appealing Home Office and Hybrid Working setup, serving individuals' self-determination of working conditions. Our goal-oriented, trustworthy, and flexible approach, given our multicultural environment, allows our employees' to find a suited work-life balance. We strive for leadership development and provide the right support through an active and modern remote and hybrid teamwork.

We provide numerous career opportunities within the company and within EEX Group, granting a platform for continuous growth that puts you in the driver's seat of your career.

We are proud of our commitment to gender equality, demonstrated by our strong performance in the [gender-equality-index-at-epex-spot](#). Our HR strategy focuses on our People and Organization, enhancing both motivation and employability, while equally developing individuals' skills.

Join us at EPEX SPOT and become part of a forward-thinking company where your contributions will make a significant impact, for the energy transition as well as for your career!

Discover more about us and explore career opportunities at <https://www.epexspot.com/en>

Benefits of working with Us:

- **Hybrid Working Conditions:** We offer you the flexibility of working from home or other locations for the best possible work-life balance.
- **Training Opportunities:** We invest in your continuous development with a dedicated annual training budget to enhance your skills through various upskilling programs and initiatives.
- **Career Path:** We support your career aspirations with clear pathways for advancement within the company and the EEX Group.
- **Internal Mobility:** We offer and support the possibility to explore new roles within the company to expand your skills and experience.
- **Leadership Journey:** We promote a culture of recognition and reward with the EPEX SPOT leadership journey that encourages everyone's progression and development.

Contact

career@epexspot.com