



Clean Energy Associates – Job Description

Sales Support Specialist

Company Description

Our purpose is to make a better future. Do you see yourself making the world a better place through clean energy?

Founded in 2008, Clean Energy Associates is a global technical advisory and consulting services firm serving the solar energy and energy storage industry. CEA's three core services are equipment quality assurance, supply chain management and strategic sourcing, and owner's & independent engineering.

Our mission is to help our clients and partners deploy quality solar energy solutions worldwide. With 60+ multinational professionals based in 10 different countries, we serve the needs of project developers, IPPs, EPCs, financial institutions, installers, and other downstream partners that value supply chain transparency and quality solutions in the solar energy field. Led by a management team with combined 100+ years of solar PV business experience and supported by 35+ engineers, we help mitigate risk and solve a broad array of clients' downstream needs for higher system performance and profitability. The CEA team has accumulated vast amounts of upstream and downstream experience through the completion of 25+ GW of PV projects in 35 countries worldwide.

With a multicultural team and a strong track record, CEA is committed to support clients' needs locally and ensure timely project execution of quality assurance, supply chain management, and engineering needs globally with both integrity and professionalism.

For more information, please see our website at: www.cleanenergyassociates.com

Overview

The Sales Support Specialist is an internally focused and client-facing position responsible for pre-contract, transaction, and post contract sales operations support. The successful candidate will work closely with the sales team to coordinate/schedule sales activities, assemble proposals for new opportunities, record and manage contract documentation, including change orders, and enter and maintain data in sales reporting and forecasting systems (i.e. CRM systems). The responsibilities may also include coordinating activities with execution and administrative teams and reconciling account data. This opportunity requires strong organizational skills and the ability to multi-task in a fast-paced environment. The candidate must also possess strong interpersonal skills and be able to communicate effectively in written and spoken English.



Responsibilities

Primary tasks will include business bid/proposal and contract preparation, coordinating service work, ensuring the smooth flow of order to cash information and documents, and sales document management.

As a core member of the Commercial Team, the successful candidate will provide administrative support to the Commercial Team including: market research (as directed), email and phone client outreach, setting appointments, travel planning, marketing material preparation and distribution, event planning and meeting coordination, and incoming lead tracking & data entry. The Sales Support Specialist must be comfortable making quick decisions in a fast paced environment, be able to “think on their feet”, be very familiar with United States geography and culture, have high verbal aptitude in the English language, and be comfortable speaking with Clients on the phone.

The candidate will have the following responsibilities:

- Prepare bids and proposals for new opportunities.
- Process Change Orders and coordinate invoicing activities.
- Record and maintain client contract documentation, including NDAs, Master Service Agreements, Service Orders, and Change Orders.
- Enter, manage, and maintain client and sales information in CRM system.
- Manage logistics for client calls, meetings, and engagements, including setting appointments, organizing travel arrangements, and providing remote support/coordination for conferences & trade shows. .
- Taking notes on calls and in meetings, as directed
- Work collaboratively as a member of the commercial team to meet sales goals, achieve operational excellence as a Commercial Team, and grow the business.
- Other ad hoc responsibilities, as required from time to time.

The candidate will report directly to Sales Operations.

Qualifications

- Responsive and proactive problem solver with a “get it done” mentality
- Excellent verbal and written English communication skills.
- Excellent organizational and time management skills.
- Ability to work in a fast-paced start-up environment.
- Ability to work long United States hours on a regular basis.
- Ability and desire to interact with customers with integrity and professionalism.
- Bachelor’s degree (business or technical fields preferred); equivalent experience considered.
- Minimum of 3 years of experience in sales, sales operations, or similar roles; B-to-B sales preferred.
- Minimum of 2 years of experience with Salesforce or similar CRM systems.
- Proficiency in Microsoft Excel, Word, PowerPoint, and Outlook.
- Strong attention to detail.



- Strong interest in renewable energy.
 - Ability to work with internal team members to deliver client expectations.
 - Ability to participate in internal and client meetings outside of local time zone.
 - Must be a supportive team member, able to work in a collaborative environment as well as work on self-directed independent projects.
 - Must be self-motivated with an ability to balance multiple projects under tight deadlines.
-

Core Values

CEA's core values are an essential part of the company and each employee. The successful candidate would embrace and embody these values:

1. We are family
 2. Have Fun
 3. Unending Curiosity
 4. Be Humble
 5. Do the Right Thing
 6. Results Matter
 7. Own It
 8. Perform Above and Beyond
-

Availability:	February 2018
Travel:	Occasionally, though infrequently, nationally and internationally
Location:	Remote, USA preferable
Compensation:	CEA offers competitive salaries, bonus programs and benefits, as well as the opportunity for career progression and professional development.
Contact:	Please submit your resume and cover letter to hr@cea3.com
