



CLEAN ENERGY ASSOCIATES LLC

HUMAN RESOURCES DEPARTMENT I OPEN POSITION FORM

Position Summary:

Company: Clean Energy Associates LLC
Department: Project Management
Position: Project Manager
Location: Remote/ Southern CA, USA preferable
Reports to: Engineering Services Director

CLEAN ENERGY ASSOCIATES (CEA) provides technical due diligence and engineering services for solar and storage clients around the globe who are financial institutions, project developers, EPCs, IPPs, and PV power plant owners.

To learn more about CEA, please visit www.cleanenergyassociates.com

Job Description:

1. Develop and manage project execution in coordination with the rest of the team managing scope, deadlines, and budget
2. Development of technical specifications, proposals, and scopes of work
3. Overall project management and technical support
4. Undertaking inspection of PV manufacturing facilities (Modules, inverters, trackers)
5. Write and review technical reports
6. Consistently communicate with clients in a professional manner
7. Manage downstream quality assurance and customer satisfaction
8. PV technical Due Diligence assessment including independent review of solar PV designs, testing/commissioning procedures and QA/QC documentation
9. Site visits and inspection of Solar PV plants
10. Review 3rd party Independent Engineering reports
11. Interfacing with clients to discuss results and risk mitigation

Qualifications/Requirements:

1. Engineering degree preferable. Familiar with NEC and building codes in the US
2. 2 year of work experience in solar PV industry doing EPC Project Management or commissioning work
3. Quality, Health, Safety, and Environment (QHSE) mindset
4. OSHA safety training (30hr) desirable
5. Excellent verbal and written communication skills. Other languages are a plus
6. Ability to write technical reports in English and proficient in MS Office
7. Ability to perform detail-oriented, critical reviews of technical documentation
8. Strong analytic and troubleshooting skills
9. Experience of developing proposals for work, including budgets and scopes of work
10. Excellent organizational and time management skills

11. Occasional work outdoors in harsh conditions including but not limited to desert areas, long hours standing, climbing stairs and ladders
12. Strong interest in renewable energy
13. Ability to work in a fast-paced start-up environment
14. Ability to wear personal protective equipment is required (including but not limited to; steel toed shoes, gloves, safety glasses, hearing protection, protective jacket or apron and arm guards).

CEA values taking ownership of the work and perform above and beyond, as such, we're seeking a candidate with the following traits:

1. Ability to absorb information quickly
2. Detail Oriented
3. Organized
4. Patient
5. Flexible
6. Perpetual Optimist
7. Outstanding professional oral and written communication skills, including writing, editing and proofreading
8. Exceptional time management and project execution skills
9. Excellent interpersonal skills and comfortable interacting with personnel of all levels

Desired Start Date: Immediate

Compensation: CEA offers competitive salaries, bonus programs and benefits, as well as the opportunity for career progression and professional development.

Interested parties please send a cover letter and resume to hr@cea3.com with the subject line: 'APPLICATION: CEA-PM-Your Name.'

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About Clean Energy Associates

CLEAN ENERGY ASSOCIATES (CEA) provides technical due diligence and engineering services for solar and storage clients around the globe who are financial institutions, project developers, EPCs, IPPs, and PV power plant owners. From our base in China, our team of engineers travel to factories around the globe to conduct upstream in-factory quality assurance via audits, production monitoring and pre-shipment product inspection. From our USA base, our engineering (IE/OE) team provides system design, energy forecasting, product benchmarking, and supply chain services. Downstream, we audit projects through the full cycle, including design, construction, commissioning, project performance, re-power and upgrade analysis, and warranty support. We serve the solar industry through our expertise in PV modules, racking, inverters and energy storage systems. Since 2008, CEA has reduced Buyers' risks and improved returns on investments via technical assurance and engineering services covering more than 25 GW+ in 35+ countries.

Purpose: We believe that by helping our clients and stakeholders deploy solar and storage solutions worldwide we are creating a better future

Mission: To help our clients and partners deploy quality solar and storage solutions worldwide

Vision: To become by 2025 the leading global solar PV and energy storage engineering services firm that creates tangible impact with every client

Core Values:

We are excited to be working in the solar industry and seek your active involvement in building and strengthening our values into your daily life in your professional endeavors.

As a team, our core values differentiate us from our competitors and align our interests as a company, so we encourage all employees to practice and celebrate our values.

CEA Core Values:	Descriptions:
We are Family	We are inclusive and value diversity We appreciate and support each other We celebrate wins; teamwork is the key to our success
Have Fun	We value smiles and laughter We see synergy with our work and personal lives We strive for balance among work, family and community
Unending Curiosity	We approach people and problems with curiosity We always search for new ways to get things done We constantly seek to understand our market, improve our strategy and benefit our clients
Be Humble	We listen with empathy and understand with compassion We act with transparency and openness We admit our mistakes; success is infinitely divisible
Do the Right Thing	We do the right thing for the right reasons in the right way We act with integrity and authenticity, even when under pressure We are honest and listen
Results Matter	We know that getting things done counts most We consistently execute our work despite challenges We have a bias for action and search for answers
Own It	We take ownership of our actions and responsibilities We approach obstacles with the mindset that we can overcome them We honor our commitments and hold ourselves and each other accountable
Perform Above and Beyond	We ask ourselves "What more can I do?" We understand our work and strive to exceed expectations We define success by achievement and high client satisfaction