



CLEAN ENERGY ASSOCIATES CHINA LIMITED

HUMAN RESOURCES DEPARTMENT | OPEN POSITION FORM

The Position Summary:

Company:	Clean Energy Associates	Type:	Full Time
Department:	Project Operation	Reports to:	Project Operation Manager
Position:	Quality Control Engineer	Supports to:	PO Department
Region:	Global	Works With:	PO Department
Location:	Shanghai		

About Clean Energy Associates

Founded in 2008 in USA, Clean Energy Associates (CEA) is a global solar PV quality assurance, factory audit, supply chain management and engineering services firm. 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 150+ 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 16+ GW of PV projects in 30 countries worldwide. ISO 9001:2008 Quality Certified

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.

- We Are Family
- Have Fun
- Unending Curiosity
- Be Humble
- Do the Right Thing
- Results Matter
- Own It
- Perform Above and Beyond

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

Job Description:

This 'Quality Control Engineer' position is mainly responsible for coordination, reporting and daily execution of the company's key strategic growth initiatives in the areas of quality control project. The Employee will draft documents and correspondences as needed, perform analyses, manage projects and tasks as required, and complete any other reasonable office duties deemed necessary by the project manager or described in the Employee Handbook. All work should be submitted in a timely manner and be of sufficient quality as is determined by the project manager. The Employee shall follow the office dress code elaborated on in the Employee Handbook, be punctual to work during normal working hours from 8:30am to 5:30pm or as mandated by QC project, and attend all supplier and partner meetings as requested by the project manager. In addition, the Employee shall adhere to all rules laid out in this Agreement, the Employee Handbook, and otherwise stipulated by the Company.

Working Responsibilities

1. Coordinate quality control projects with clients and specified factories:
 - a. Collect primary research in Chinese and English through manufacturer factory visits, in-person meetings, and over the phone
 - b. Travel to local factories for quality control efforts during solar PV production process
 - c. Manage production, sales, quality control, and related departments so as to ensure the timely completion of quality control projects
2. Perform and execute quality control efforts in a timely and successful manner
 - a. Collect and review project documents prior to production, including: IQC, procedures, worker qualification, reports/records, etc.
 - b. Manage pre-shipment inspection of solar PV products
 - c. Ensure quality of all functions and related tests according to EN/IEC 61215 and other related industry standard while at factory visits
 - d. Arrange independent testing with third-party testing centers as needed
 - e. Draft and complete quality control reports in a timely manner
3. QC team and knowledge infrastructure building
 - a. Give and attend team internal training and share the industry technical knowledge within the CEA team
 - b. Support and attend external training and provide feedback based on your professional experiences
 - c. Maintain and update the CEA internal standard every quarter
 - d. Complete and update the CEA internal module factory audit database
4. Complete engineering related projects
 - a. Sourcing and supplier evaluation of solar related products and components
 - b. Design related projects execution
 - c. Maintain CEA's existing industry relationships, as well as establish new relationships with solar sector professionals
5. Back Office and Operations
 - a. Support back office execution as needed and develop cross functional skills in finance, quality control and operations to support other colleagues' initiatives
 - b. Assist in ad-hoc projects as required by PO Department Head or Project Manager to support overall team goals
6. All of the above-mentioned tasks will involve interaction with both local PRC and international companies. Additional projects may be added by CEA, or on an ad-hoc basis for other tasks and assignments.

Qualifications:

- A bachelor's degree in Technology or Engineering
- Two (2) year or above of professional work experience in a technical or quality function in the solar industry.

Technical and Language Skills:

- Fluency in both written and spoken English;
- Mastery of Solar module and relevant technology;
- Mastery of quality control methodology and knowledge of relevant standards;
- Solid and structured analytical, problem-solving and writing skills;
- Extremely diligent work ethic, high level of motivation and desire for results;
- Strong cross-cultural teamwork and communication skills; and
- Mastery of Microsoft Word, Excel, Power point and other similar programs

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: ASAP

Desired Length: Long-term

Interested parties please send a cover letter and resume to hr@cea3.com with the subject line: "CEA-QCE_Your Name" as well as the file name of resume.