



CLEAN ENERGY ASSOCIATES, LLC

HUMAN RESOURCES DEPARTMENT | OPEN POSITION FORM

The Position Summary:

Company: Clean Energy Associates Limited
Department: Sales
Position: Sales & Marketing Analyst Internship
Duration: 3-Month Internship
Region: AUSTRALIA
Location: Sydney, Australia
Reports to: William Hall
Supports: Business Development & Sales

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 35 GW+ in 45+ countries.

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 endeavours. 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:

As a Sales & Marketing Analyst Intern, your **primary duties** will be the following:

1. Support execution of CEA's AUSTRALIA business development initiatives
2. Develop and implement AUSTRALIA plans for strategic business development in line with CEA profit objectives
3. Produce strategies for the allocation of resources for the acquisition of new business in new markets and the disposition of existing businesses
4. Attract additional business with new and existing clients and manage project engagements that results in on-going, retainer work for CEA
5. Undertake preliminary level sales and business activities to maximize CEA exposure within AUSTRALIA
6. Support the BDM to expand relationships with both international and Australian banks and investors funding large scale solar projects in AUSTRALIA
7. Assist in developing strategies for establishing long-term partnerships with clients and for ensuring client satisfaction
8. Explore working relationships with new industry partners such as e.g. testing labs or other advisory firms whom cooperate with CEA
9. Participate in industry tradeshow and seminars through participation
10. Support BDM deal negotiations, contract development, due diligence, and other business development or alliance development projects
11. Coordinate with a dynamic team of quality assurance engineers, solar industry professionals, and commercial team members in North America, Asia, Europe and South America along with external partners to execute project engagements for clients in AUSTRALIA
12. Produce regular marketing content which consists of, LinkedIn posts, email marketing campaigns, content for related publications, trade shows and other mediums that would strengthen the CEA profile
13. Collaborate and work with CEA's marketing department to assist with their overall marketing strategy for the Australian and global territories
14. Support all aspects of Business Development Manager, Australia with proposal generation and Salesforce data input

## Qualifications/Requirements:

- 1. Internship must be part of your university coursework or part of a vocational placement**
2. Bachelor's Degree; background in engineering / sales / marketing / business administration is preferred
  - o One year of professional experience a plus but not required
  - o Passion for renewable energy is a MUST
  - o Demonstrated progressive work responsibilities
  - o Technical knowledge and at least one engineering degree is a plus
  - o Some Knowledge of modules, inverters, racking and if possible other BOS components in the solar industry as well as battery storage
  - o Preferred, but not required work experience in the following:
    - Industry: other energy sectors
    - Geography: Sydney, Australia based
2. Project management experience in a consulting, market research or services-based business

4. Strong interpersonal skills and experience in working with interdisciplinary teams of colleagues and external parties
5. Skilled in multitasking and concurrently managing multiple projects
6. Fluent in English, knowledge in other languages is a plus
7. Excellent writing and communication skills
8. Openness to work with other nationalities
9. Ability to work independently, under pressure and amidst uncertainty
10. Result-oriented, reliable and attention to detail work ethic
11. Proficient with MS PowerPoint, Excel and Word
12. Knowledge of Salesforce or any other CRM software
13. Positive attitude is a must with a can-do attitude
14. Marketing and sales support interest or past-experience

**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:** Immediately

**Compensation:** Unpaid Internship

**Interested parties please send a cover letter and resume to [whall@cea3.com](mailto:whall@cea3.com) with the subject line: 'APPLICATION: Sales & Marketing Intern Candidate.'**