



CLEAN ENERGY ASSOCIATES LLC

HUMAN RESOURCES DEPARTMENT

Position Summary:

Company: Clean Energy Associates LLC
Department: Operations
Position: Manager – Business Processes and Operational Efficiency
Region: Global
Location: US Mainland or Philippines preferred
Type: Full Time
Reports to: Vice President, Operations

Clean Energy Associates (CEA) is looking for a Manager – Business Processes and Operational Efficiency.

The Manager - Business Processes and Operational Efficiency will advance CEA’s operational efficiency and drive CEA towards scalable, consistent and well communicated business practices and procedures – both internal as well as procedures related to execution and delivery of CEA’s services. The Manager works across all CEA internal functions to capture and document CEA’s business practices and processes in a consistent manner. On a regular basis, the Manager reviews the processes with the respective process owners to re-confirm the process description and to consider opportunities to streamline the process and requirements to add new processes. The Manager shall explore automation of workflows and establish these within the CEA’s enterprise software platforms and future implementation of ISO9001. The Manager should have demonstrated experience with quality systems, lean frameworks, process documentation, document control, SharePoint and have experience in a services-based organization. The candidate must possess strong interpersonal skills and be able to communicate effectively in written and spoken English.

Initially, the Manager will report to the VP of Operations in a matrix framework (dotted line to other business unit leaders).

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

Position Responsibilities:

The Manager will consult with managers, directors and VPs across CEA to document CEA’s business processes and solicit input regarding processes that are incomplete or ill-defined. The Manager will develop process descriptions and workflows in a consistent format and present these to each process owner and stakeholder group for review. All systems and processes must be individually codified, illustrated conveyed and endorsed by stakeholders across all geographies (4 continents).

The Manager will also work with management to analyze the business processes, workflows and training material for improvement opportunities within the framework of improving efficiency (aka “lean”) and present the benefit of the improvement by considering current state and future state conditions. Highly favored candidates will know how to demonstrate cost savings benefits of implementation of lean or other methodologies.

The Manager will create training materials and record training videos (and post on CEA’s SharePoint site) to explain processes.

### Essential Requirements:

- Bachelor's degree (business or technical fields preferred); equivalent experience considered
- Proficiency in Microsoft Excel, Word, PowerPoint, and Outlook
- Proficiency in a process methodology (e.g. Lean, 6 sigma, 6S or other widely used methodology)
- Proficiency in at least one graphics program suitable for illustration processes and workflows (e.g., Visio)
- Training in quality systems desirable
- Experience in renewable energy desirable
- Training / experience in LEAN or re-engineering or as a business analyst -- essential
- Ability to interact with stakeholders in a stressful environment with integrity and professionalism
- Strong problem solving and critical thinking skills
- Strong attention to detail
- Strong interest in renewable energy, CEA's Core Purpose and Values (those not in alignment do not need to apply)
- Ability to work with internal team members in a cross functional role
- Ability to participate in meetings in multiple time zones
- 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
- Excellent verbal and written English communication skills
- Excellent organizational and time management skills
- Ability to work in a fast-paced start-up environment

### Qualifications/Requirements:

- 3 – 5 years' experience as an analyst or quality leader on engineering or technical projects; experience as a process "owner"
- Excellent communication and collaboration skills and flexibility to work with people in multiple time zones are essential
- Hands-on experience with flowcharts, technical documentation, and schedules
- Knowledge and experience of solar or energy storage projects is highly desired
- Knowledge of project management software, and expertise in managing and tracking projects using Excel, MS Project, MS Flow, MS Planner, and others is desirable
- Ability to work with multiple personnel, personalities, and cultures to chase down tasks and update plans
- Bachelor's in Business Administration or engineering or related field

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

- Ability to absorb information quickly
- Detail Oriented
- Organized
- Patient
- Flexible
- Perpetual Optimist
- Outstanding professional oral and written communication skills, including writing, editing and proofreading
- Exceptional time management and project execution skills
- Excellent interpersonal skills and comfortable interacting with personnel of all levels

**Location:** Remote (i.e., the Manager will work from home), USA preferable; other locations considered for well qualified candidates, including the Philippines

**Compensation:** CEA offers competitive salaries, bonus programs and benefits, as well as the opportunity for career progression and professional development; if US-based and salaried, we offer: salary, bonus potential,

health and wellness benefits (medical, dental, vision) and supplemental insurance, paid time off, holidays, and a great team environment

**Contact:** Please submit your resume, salary requirements and cover letter to [hr@cea3.com](mailto:hr@cea3.com)

**Interviewing:** CEA's evaluation process may include interviews with several members of CEA's team. The process may include elements of Topgrading, an evaluation methodology that includes completing a career history form, tandem interviews and candidate-arranged calls with references, as well as a presentation (which may be by recorded video). CEA will contact candidates who are selected for the evaluation.

**Travel:** Occasionally, though infrequently, nationally and internationally

**Desired Start Date:** 1Q, 2019

**Interested parties please send a cover letter and resume to [hr@cea3.com](mailto:hr@cea3.com) with the subject line: 'APPLICATION: PAM'**

*A US company based in Shanghai, China, CEA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

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### About Clean Energy Associates

CEA provides technical due diligence and engineering services for solar power generation and energy storage clients around the globe. Our clients are financial institutions, project developers, EPCs, IPPs, and PV power plant owners. From our base in China, our team of engineers travels to factories around the globe to conduct factory and pre-shipment product inspections. From our USA base, our engineering team provides system design, energy forecasting, product benchmarking, in-field forensics, and supply chain services. Since 2008, CEA has reduced buyers' risks and improved ROI via technical assurance and engineering services in over 45 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

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