



CLEAN ENERGY ASSOCIATES LLC

HUMAN RESOURCES DEPARTMENT

Position Summary:

Company: Clean Energy Associates LLC
Department: Operations
Position: Project Administrator
Region: Global
Location: US Mainland or Philippines preferred
Type: Full Time
Reports to: Vice President, Operations

Clean Energy Associates (CEA) is looking for a Project Administrator to coordinate project activities. This will include managing the timeline and execution of the timeline for a variety of projects, assisting a team of Project Managers and Coordinators both internally and externally.

This position will be cross-functional and will work with various CEA service segments: Supply Chain Management, Quality Assurance, and Engineering Services.

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

Essential Requirements:

- Create and manage multiple project Plans, in collaboration with the appropriate Project Manager(s); the Plan for each project should communicate schedule, deliverables, responsible parties for each item, dependences across items, resources required for each item
- Resource loading of each project Plan with identification of resources over time and review of resource availability impacts on schedule
- Actively update the Plan by getting frequent updates directly from the project team
- Prepare action plans, analyzing risks and opportunities and gathering necessary resources
- Monitor project progress and address potential issues
- Schedule regular meetings and record decisions (i.e., assigned tasks, next steps, etc.)
- Break projects into doable tasks, and set timeframes and goals
- Create and update workflows; introduce tools that “automate” workflows and create audit trails
- Prepare and provide documentation to internal teams and key stakeholders
- Retrieve necessary information and triage critical-path-next-steps, including escalation as needed
- Track project expenses and predict remaining costs, project-by-project
- Measure and report on project performance: continually monitor actual vs plan and take necessary actions to keep projects on track, taking corrective action as necessary; includes internal reporting as well as customer-facing project status reporting; develop a “standard” dashboard and reporting format
- Summarize groups of tasks for internal reporting with clear indications of which projects are on track v. at risk
- Act as the point of contact for all participants

- Other tasks that may be assigned
- Independent contractors may also be considered

Qualifications/Requirements:

- 3 – 5 years’ experience as a Project Administrator or Project Coordinator on Engineering or Technical projects
- Hands-on experience with flowcharts, technical documentation, and schedules
- Knowledge and experience of solar or energy storage projects is highly desired; at a minimum, an understanding of how technical projects operate is essential
- Knowledge of project management software, and expertise in managing and tracking projects using Excel, MS Project, MS Flow, MS Planner, and others
- Excellent communication and collaboration skills and flexibility to work with people in multiple time zones are essential
- 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
- PMP/PRINCE2 certification is a plus

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., work from home), USA or Philippines preferable

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

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: Immediate

Interested parties please send a cover letter and resume to hr@cea3.com with the subject line: ‘APPLICATION: Project Administrator’

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 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

	<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>
Perform Above and Beyond	<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>