



CLEAN ENERGY ASSOCIATES

Position Summary: Stand on the front line of our business and ensure our deliverables exceed the clients' expectations

Company: Clean Energy Associates
Department: Account Management
Position: Internship
Region: India
Location: Anywhere in India, preferably in Pune
Duration: 12 weeks, extendable up to 24 weeks
Compensation: Monthly Stipend
Reports to: Shashank Purbuj
Supports: Account Management

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:

CEA is a fast-growing company in an exciting industry. The backbone of our service is our expertise which is most often exhibited to our clients via the client deliverables issued on a frequent basis, most often daily. The deliverables must be of a high quality and easily understandable to the clients, even we sometimes deal with difficult technical concepts. As an AM intern, you will be standing on the front line of our business, making sure that the client deliverables clearly record the key issues and provide a platform to the clients to further ground their business decisions.

Major Responsibilities

1. Ensuring a high quality of client deliverables; focus on proof reading and editing
2. Data validation
3. Drafting client communication, including summary emails and technical reports
4. Creating new report templates as per internal requirements
5. Supporting Account Manager in day to day activities

Qualifications/Requirements:

1. Ideally an engineering graduate, but any graduate will be considered
2. A proven track record of outstanding written English communication skills, including writing, editing and proofreading
3. IT knowledge (MS Office, MS Excel)
4. A proven track record of exceptional time management and project execution skills
5. A proven interest in PV solar industry is a major plus

Key Incentives:

- 1. You will experience Multinational, inclusive and diverse organizational environment
- 2. Strong Company culture, ethics, and values
- 3. Ability to work cross-functional projects
- 4. You will get a chance to learn about the latest PV solar technologies like; solar modules, inverters, racking system etc.
- 5. You will get a chance to interact with the PV solar industry experts

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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

Desired Start Date: July – August 2019

Compensation: A monthly stipend on INR 3,000 – 6,000

Interested parties please send a cover letter and resume to spurbuj@cea3.com with the subject line: ‘APPLICATION: AM Intern.’

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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 35 GW+ in 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 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