



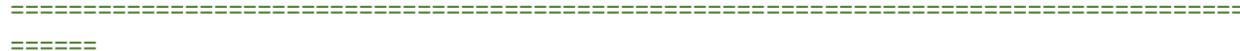
CLEAN ENERGY ASSOCIATES, Limited

HUMAN RESOURCES DEPARTMENT OPEN POSITION FORM



The Position Summary:

- Company:** Clean Energy Associates Limited
- Department:** Business Development
- Position:** Assistant Business Development Manager, Europe
- Region:** Europe
- Location:** Berlin, Germany (other locations possible)
- Reports to:** Anika Giller
- 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. Our engineering (IE/OE) team, located in the US and Europe, 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 50+ 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 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

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Job Description:

As an Assistant Business Development Manager for Europe, your **primary duties** will be the following:

1. Support the Senior Business Development Manager and sales team with the execution of CEA's European business development and sales initiatives
2. Prepare responses in a timely manner to assist the Senior Business Development Manager during meetings/travels
3. Lead research of potential clients, expected trade show/conference participants or other business trips
4. Manage existing client relationships for new business enquiries
5. Manage the initial lead generation and qualification including the initiation of first reach outs (cold calls/emails)
6. Undertake initial business development and sales activities to maximize CEA exposure within Europe
7. Represent CEA at initial potential or existing client calls or meetings and other engagements, and help to manage communications among clients, employees and project stakeholders
8. Interface directly with clients to distill client's needs, support the scope customization, answer questions relating to the proposals or to refine scope of work content. Assist in proposal and contract negotiations, as needed
9. Support the smooth handover from leading the initial inquiry to all aspects of final stage business development and sales execution of the Senior Business Development Manager
10. Support deal negotiations, contract development, due diligence, and other business development or alliance development projects
11. Actively seek new value-add solutions to serve existing and potential clients
12. Manage regular follow ups with prepared marketing materials for qualified leads
13. Work collaboratively as a member of the commercial team to meet sales goals, identify new opportunities, and grow the business
14. Coordinate with a dynamic team of quality assurance engineers, solar industry professionals, and commercial team members in North America, Asia Pacific, Europe and South America along with external partners to execute project engagements for clients in Europe
15. Initiate and help to expand relationships with both international and European banks and investors funding large scale solar projects in Europe
16. Initiate and support the development of working relationships with new industry partners such as testing labs or other advisory firms whom cooperate with CEA

17. Support the collaboration and cultivation of relationships with existing external partners and industry insiders
18. Other ad hoc responsibilities or activities which are related to business development and sales, as required from time to time

Qualifications/Requirements:

1. Bachelor's Degree; background in business administration / renewables / management / engineering / is preferred.
2. 3+ years of professional and sales experience required
 - o Passion for renewable energy
 - o Demonstrated progressive work responsibilities
 - o Some technical knowledge and engineering degree is a plus
 - o Knowledge of modules, inverters, racking and if possible other BOS components in the solar PV industry as well as battery storage
 - o Preferred, but not required work experience in the following:
 - Industry: other energy sectors, semiconductor and chemicals, storage
 - Geography: Europe based with some travel internationally
3. 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. Direct renewable energy industry (and especially solar or storage) work experience is a plus
7. Fluent in English, knowledge in other European languages (i.e. German, French, Spanish) is a plus
8. Excellent writing and communication skills
9. Flexibility to travel and openness to work with other nationalities
10. Ability to work independently, under pressure and amidst uncertainty
11. Result-oriented, reliable and attention to detail work ethic
12. Proficient with MS PowerPoint, Excel and Word
13. Knowledge of Deltek or any other CRM software
14. Preference given to an EU National

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: Based on experience

Interested parties please send a cover letter and resume to hr@cea3.com and fbrown@cea3.com with the subject line: 'APPLICATION: Assistant Business Development Manager, Europe Candidate.'