



CLEAN ENERGY ASSOCIATES LLC

HUMAN RESOURCES DEPARTMENT | OPEN POSITION FORM

Position Summary:

- Company: Clean Energy Associates, LLC
- Department: Office of CEO
- Position: Chief of Staff / Strategic Planning Manager
- Region: Global
- Location: Shanghai, China
- Reports to: Andy Klump
- Supports: CEO and other Executives

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:

Our firm is growing and we're in need of an adaptable and motivated individual to support our CEO as Chief of Staff / Strategic Planning Manager. As a strategist, consultant, and implementer, the successful candidate will ensure streamlined activities within the organization are based on the priorities of the CEO. The Chief of Staff / Strategic Planning Manager is generally positioned as the CEO's "right hand team member" acting as the communication arm for their leaders with other executives in the organization. This incumbent will also serve as a strategic advisor and counsel to leaders. The Chief of Staff / Strategic Planning Manager is also responsible for creating and maintaining cross-departmental relationships to enable leadership success.

As Chief of Staff, Shanghai, your **primary duties** will be the following:

1. Establish and implement HR efforts that effectively communicate and support the firm's mission and strategic vision
2. Align processes, resources-planning and department goals with overall business strategy
3. Maintain, organize, and respond to correspondence sent to CEO timely and accordingly
4. Support the leader's time allocation between international executives, team members, clients and suppliers by coordinating across multiple time zones and CEA's team presence in 10 countries
5. Support rapid decision making through the use of online reporting and analytical tools which integrate with IT platforms
6. Serves as strategic advisor and counsel to leaders
7. Tasked as being the "innovator and forward thinker" and to look for new business strategies that will aid in company growth and development
8. Acting as the facilitator for their leader's colleagues or employees (department heads or other VP's that report to him/her). This means being able to communicate wants, needs, concerns, ideas from employee to leader in an effective and efficient way.



- 9. Acting as the communication arm for their leader with other executives in the organization, clients, or major stakeholders
- 10. Align processes, resources-planning and department goals with overall strategy
- 11. Support the Strategic Planning Process (SPP) by analyzing market trends, competition and technology trends as related to the Long-Range Plan (LRP) Assess inquiries directed to the CEO, determine the proper course of action and delegate to the appropriate individual to manage
- 12. Serves as not only the “right hand” to the CEO, but also leads the culture and community
- 13. Ensures all staff issues are addressed properly, efficiently and judiciously, and keep track of progress until resolved.
- 14. Creating systems and processes to streamline operations
- 15. Monitoring information flow: Sometimes acting as a gatekeeper, ensuring a CEO’s involvement in a project or decision-making process at the right moment
- 16. Establish and implement HR efforts that effectively communicate and support the firm's mission and strategic vision

Qualifications/Requirements:

- 1. A BS/BA degree from accredited college / university
- 2. An MBA and International experience is a plus
- 3. Project management experience in a consulting, market research or services-based business
- 4. Strong inter team member skills and experience in working with and managing interdisciplinary teams of colleagues and external parties
- 5. Skilled in multitasking and concurrently managing multiple projects
- 6. Bi-lingual is preferred (Mandarin / English) with preference to those who also speak additional European languages
- 7. Excellent writing and communication skills
- 8. Analytical mind with problem-solving aptitude
- 9. Organizational and leadership skills
- 10. Flexibility to travel and openness to work with other nationalities
- 11. Ability to work independently, under pressure and amidst uncertainty
- 12. Result-oriented, reliable, and attention to detail work ethic
- 13. Proficient with MS Office Products

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 with the subject line: ‘APPLICATION: Chief of Staff / Strategic Planning Manager.’

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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. Our team of 115+ professionals including 75+ engineers serve the solar and storage 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.

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