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## CLEAN ENERGY ASSOCIATES LIMITED

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### Position Summary: Entry Level IT Analyst

**Company:** Clean Energy Associates Limited  
**Department:** PMO Department  
**Position:** Project Business Analyst  
**Region:** India  
**Location:** Delhi  
**Reports to:** Jorge Alvarez  
**Supports:** PMO and Operations

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](http://www.cleanenergyassociates.com)

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### Job Description:

CEA is growing fast and we have multiple projects that are needed to support our explosive growth. Scaling our PMO organization with the right skills is essential. The Project Business Analyst position is a project management focused position which works with all the other teams in the company. As a Business Analyst at CEA you will help provide technical support to the PMO office and the goal of documenting and optimizing all key processes in CEA.

### Major Responsibilities

1. Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
2. Leading ongoing reviews of business processes and developing optimization strategies.
3. Staying up-to-date on the latest process and IT advancements to automate and modernize systems.
4. Conducting meetings and presentations to share ideas and findings.
5. Performing requirements analysis.
6. Documenting and communicating the results of your efforts.
7. Create tutorials to help end-users use a variety of applications.
8. Able to create and maintain a documentation architecture.
9. Effectively communicating your insights and plans to cross-functional team members and management.
10. Gathering critical information from meetings with various stakeholders and producing useful reports.
11. Working closely with engineers, account managers, and area directors.
12. Ensuring solutions meet business needs and requirements.
13. Performing user acceptance testing.
14. Managing smaller projects, developing basic project plans, and monitoring performance.
15. Updating, implementing and maintaining procedures.
16. Managing competing resources and priorities

17. Monitoring deliverables and ensuring timely completion of projects.

#### **Qualifications/Requirements:**

1. To exhibit the following traits at a minimum: Positive attitude, respectful, organized and focused, goal oriented and resourceful.
2. Physically based out of Delhi but will need to operate on a flexible schedule to interact with company employees located mainly in China (Shanghai) and US (California, Colorado).
3. Fluent in English (requires excellent writing skills in English).
4. Ability to communicate (speak and write) in English (Chinese a plus).
5. A bachelor's degree in business or related field.
6. A minimum of 3 years experience as a business analyst or a related project management field.
7. Exceptional analytical and conceptual thinking skills (translate complex ideas into succinct written documents)
8. The ability to influence stakeholders and SME's and work closely with them to determine acceptable solutions.
9. Excellent documentation skills.
10. Fundamental analytical and conceptual thinking skills (proficient in Excel; pivots, vlookup, charting)
11. Experience creating detailed reports and giving presentations.
12. Ability to be a trainer for a subject (preferred).
13. Competency (demonstrated) in Microsoft applications including Word, Excel, Outlook, Teams, Sharepoint, Flow and MS Project.
14. Competency in flow diagrams (ie Visio).
15. A track record of following through on commitments.
16. Excellent planning, organizational, and time management skills.
17. A history of leading and supporting successful projects. (Demonstrated).
18. A must: to effectively work remotely (self starter)
19. Solar industry experience (preferred).
20. Ability to travel internationally

**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:** Feb 24,202 (Flexible)

**Compensation:** Market Rate

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

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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.

<b>CEA Core Values:</b>	<b>Descriptions:</b>
<b>We are Family</b>	We are inclusive and value diversity We appreciate and support each other We celebrate wins; teamwork is the key to our success
<b>Have Fun</b>	We value smiles and laughter We see synergy with our work and personal lives We strive for balance among work, family and community
<b>Unending Curiosity</b>	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
<b>Be Humble</b>	We listen with empathy and understand with compassion We act with transparency and openness We admit our mistakes; success is infinitely divisible
<b>Do the Right Thing</b>	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
<b>Results Matter</b>	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
<b>Own It</b>	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
<b>Perform Above and Beyond</b>	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