



**Job title:** Business Development Coordinator (North America)

**Standard Occupational Classification (SOC) code:** 3545

**Organisation:** Clean Planet Energy North America (CPE-NA)

**Introduction:** Clean Planet Energy (CPE) is a cleantech, renewable and alternative energy company, converting non-recyclable plastic waste into ultra-clean commercial grade fuels with negligible sulphur and nitrous oxide content and low CO<sub>2</sub> emissions. CPE's mission is to remove over 1 Million tonnes of non-recyclable plastic waste from our environment, every year. We will achieve this mission by continuously devise and implement sustainable green technologies and processes that will prevent toxic plastic waste from damaging the earth's environment and oceans, while reducing the demand for high-emissions fossil fuels and/or feedstocks to make new recycled- petrochemicals products (such as plastics). Diverting tens of thousands of tonnes of plastic waste annually away from landfills, incinerations, and oceans is regarded as a major environmental win.

To achieve the above purposes, CPE are developing and deploying a series of environmentally friendly EcoPlants worldwide. These process plants are designed and engineered to take any waste plastic feedstock and, through various chemical processes, convert into commercial grade low-carbon footprint, ultra-clean ultra-low sulphur circular fuels to be used as replacements for traditional high-emissions fossil-based fuels. In North America CPE have joint venture with Fortress Transport and Infrastructure to build multiple ecoPlants

As the **Business Development Coordinator (North America)**, the job will be an exciting opportunity for a candidate who wants to grow their experience about all aspects of business in the Clean Tech industry. You will be getting invaluable hands-on experience, working with commercial, operations and technical teams. The position will report to the CPE North America leadership team.

The skills and knowledge you acquire in this role will likely serve you very well in your future careers. Equally there is the real prospect to develop the role and make it your own.

**Number of currently advertised positions:** 1

**Job description:** Selected key duties and responsibilities as **Business Development Coordinator (North America)**:

### Reporting

- Assisting in day-to-day administrative tasks and weekly internal reporting to executive management both in North America, and back to Global where requested.
- Develop and ensure applicable metrics and performance indicators are in place and tracked to measure team and organisational performance based on Global Standards, and adapted for North America.

### Research & Analysis

- Research on a range of subjects relating to the business and the sector in which we operate, including general market research, competitive landscape analysis, commodity markets etc.

### Commercial

- Assisting on marketing, promotion, CPE branding and investor relations in North America.
- Conduct outreach and manage business relations in support of North American Leadership and Biz Dev teams.



- Assisting on reviewing and editing legal commercial documents, prior to final legal counsel sign off.
- Oversee contract administration program management based on Global standards, and adapted for North America.

### Strategy

- Support the North American Leadership and Biz Dev teams in finding important projects, ventures, potential targets, and other partnership opportunities in North America.
- Collaborate with executive team to determine, prioritise North American business strategies.
- Identify strategic risks and help to reduce risks, and link back to Global risk strategy, adapted for the North American market.

**Start Date:** ASAP

**Duration:** Permanent

**Essential requirements for role:** A degree similar to Finance, Business Administration, Management or Law and/or suitable work experience of the same nature. We expect the candidate to have an aptitude for numbers, excel, writing, and have an interest in strategy. You will need to be proficient in Microsoft Office package (Word, Excel, Powerpoint etc).

### Desirable requirements for role:

- Strong work ethic – prepared to put in extra hours if required from time to time, but not regularly.
- Evidence of ability to work effectively with individuals from various backgrounds and cultures.
- Proven experience of effectively organising team tasks and self-ownership of projects.
- Able to manage multiple tasks simultaneously to deliver against tight deadlines.
- Must be flexible to adjust work schedule as determined by the demands of the business, therefore a certain flexibility is mandatory.

**Location:** Remote during COVID, then potentially in Texas offices.

**Travel:** Short-Term travel in North America will likely be required due to the nature of the role including travel to the NYC JV offices where required.

CPE is an inclusive organisation welcoming talent from all backgrounds. Applicants are assessed based on personal merit and qualifications.

This opportunity is not open for recruiters or agencies, and any applicants that are received though this will be rejected.