



Unit 2a Bess Park Road, Trenant Industrial Estate  
Wadebridge, Cornwall, PL27 6HB  
www.cleaneartenergy.com  
enquiries@cleaneartenergy.com  
01208895576

**Position Title:** Marketing and Commercial Assistant

**Company:** CleanEarth Energy

**Salary:** £22,000 - £30,000

**Location:** Wadebridge, Cornwall

**Duration:** Full time permanent

**Closing date:** N/A

**Company background:**

CleanEarth design, build, and operate Solar Photovoltaic (PV) and Wind Turbine renewable energy systems throughout the United Kingdom.

Founded in 2010, our industry-leading in-house team of engineers, planners and project managers provide a complete 360-degree service, incorporating every aspect of the project development process and ensuring CleanEarth are always one step ahead.

This unique approach allows CleanEarth to tackle every project head-on, with the in-house resources to provide a truly holistic service.

**Job Description:**

CleanEarth are looking for a Marketing and Commercial Assistant to join our team in an exciting time of growth.

**Responsibilities will include:**

- Working with the team to collate, prepare and post relevant industry content on various platforms including social media channels.
- Creating written content for presentations and case studies, gathering visual materials directly and with the support of colleagues.
- Development and management of a marketing plan with the team, for the year ahead, diarising key dates.
- Completing industry, trade and market research.
- Assisting with marketing campaigns.
- Supporting the commercial team with sale proposals, contract preparation and cost files.
- Liaising with clients and third parties.
- Assisting the team with the organisation and procurement of Meter Operator Agreements and Power Purchase Agreements.

**Essential Requirements:**

- Attention to detail.
- Confident and friendly telephone manner.
- Great organisation skills.
- Can work independently but also work well as part of a team.
- Strong IT literacy, experience working with Microsoft Office
- Ability to multi-task, prioritise workload, use your own initiative, and work as part of a team.

**How to Apply:** Please send a C.V. and covering letter outlining why you are suitable for the role to

[lisa.cook@cleaneartenergy.com](mailto:lisa.cook@cleaneartenergy.com)



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