



Unit 2a Bess Park Road, Trenant Industrial Estate  
Wadebridge, Cornwall, PL27 6HB  
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**Position Title:** Administration Assistant/Graduate

**Company:** CleanEarth Energy

**Salary:** £22,400.00 - £23,400.00pa

**Location:** Wadebridge, Cornwall

**Duration:** Full-time

**Closing date:** NA

**Company background:**

Clean Earth 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 turn key solution for land owners, SMEs and large corporates, incorporating every aspect of the project development process and ensuring Clean Earth are always one step ahead.

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

**Job Description:**

Successful applicants will join the existing planning team.

**Responsibilities will include:**

- Assisting the team with planning applications for both wind and PV projects
- Assisting the team with grid applications.
- Reviewing identified sites for wind feasibility.
- Site identification for possible wind and battery sites throughout the UK
- Admin and organisational tasks to assist in growing the portfolio of projects.

**Essential Requirements:**

- Degree-qualified in planning, renewable energy, environmental or associated area
- Methodical, accurate and process focused approach
- Excellent communication and organisational skills
- Proficiency with Excel
- Experience using ArcGIS & Auto CAD

**Desired Skills and Qualifications:**

- Renewable energy industry knowledge and experience, with a particular focus on wind energy
- Associate membership of RTPI/ IEMA useful
- Driving License

**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)