



Job title: Associate Consultant for CEO

Location: Boston, MA

Overview:

PHOTON Consulting, LLC (“PHOTON Consulting”) is a research and consultancy firm focused on the global solar power market. PHOTON Consulting provides consulting, data, research and analysis to our global clientele, allowing them to make actionable decisions and anticipate future trends in an evolving global solar power sector. The company is dedicated to providing accurate information on the solar power sector via its data, research, analysis and management consulting practices.

PHOTON Consulting builds business relationships on trust, commitment, and client value capture. The Associate Consultant will be a member of the Consulting team and will be responsible for a range of activities including direct client support (client interaction and supporting research); creation, implementation and operation of consulting projects business processes; and project coordination. This position will also require a willingness to provide basic administrative support as needed, a role that will be transitioned to other staff as the Consulting team expands. The position will work directly with the CEO, although the Associate Consultant’s work will require coordination across the PHOTON Consulting team.

Responsibilities:

- Support the development of relationships that consistently generate high client satisfaction and that reinforce the PHOTON Consulting brand as an industry thought leader, trusted advisor and provider of transparent and accurate analysis, research and data.
- Assist more senior consultants in understanding high impact client needs and in developing, then executing action plans that successfully address those needs.
- Conduct primary and secondary PV sector research and analysis as required to fulfill direct client needs. Examples include conducting interview-based primary research; tracking down difficult to find information on public and private companies and other PV-related topics; reviewing and synthesizing written third party industry materials such as press reports and analyst information; and building in-depth financial models for companies and the overall sector.
- Lead production efforts associated with translating client-specific research into PowerPoint presentations, emails and written reports.
- Address day to day client requests for information and analysis.
- Complete development and implementation of the consulting projects business tracking system (automated tool development, spreadsheet and monthly deck).
- Operate the projects business tracking and reporting system to provide monthly updates to the PHOTON Consulting management team.
- Track and report actions.
- Monitor and report client relationship status.
- Create, distribute and archive notes for key meetings.
- Support the project sales process by tracking active deals and coordinating across critical functions.
- Monitor individual projects during the execution phase and track progress against milestones. Highlight roadblocks to management.

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- Manage the projects library to ensure proper archival of critical project documents.
- Perform basic administrative tasks as needed. Potential examples include client expense billing and tracking, scheduling meetings and booking travel.

Core competencies:

1. Highly motivated self-starter with demonstrated record of success. Willing to put forth the high effort levels often required in order to achieve expected levels of success.
2. Accepts new challenges, strives for success and, in the event of failure, learns from the failure.
3. Establishes, commits to and internalizes goals that are clear, specific, realistic, attainable, measurable and related directly to the goals and objectives of PHOTON Consulting and the company's clients.
4. Capable of coordinating across and working within small cross-functional teams.
5. Strong problem definer and solver. Able to draw out and understand customer needs, properly define the problem and then drive to a solution.
6. Strong communicator, both written and verbal.
7. Effective working within teams and as an individual. Enjoys a mix of the two.
8. Exhibits exacting attention to detail, an absolute requirement for this position.
9. History of client service within a business to business environment is desired but not required.
10. Competent with the Microsoft Office suite of products, particularly PowerPoint and Excel.

Core characteristics:

As a member of PHOTON Consulting, the Associate Consultant is expected to demonstrate the following core characteristics in the performance of their duties:

1. **Accountability and governance** -- Committed to the execution of goals and objectives which provide opportunities for growth of the individual and support the overall success of the vision and goals of the team and PHOTON Consulting. Driven by the goals of the team and PHOTON Consulting rather than individual recognition. Always takes responsibility for own actions.
2. **Collaboration and communication** -- Is candid and honest with self and others. Takes a proactive approach to establishing effective relationships with key internal and external constituencies; understands the diverse needs and agendas of various stakeholder groups; creates and fosters an environment that ensures collegiality and information sharing, while recognizing the need for timely decision making. Effectively communicates with senior leadership and other employees and maintains a positive attitude at all times.
3. **People leadership** -- Leads by example and displays qualities of leadership at all times. The ability to energize and motivate others. Commitment to an environment based on individual growth and career development, recognition and utilization of skills of others through giving and seeking clear, specific and timely performance feedback. Commitment to the continual improvement of the team and organization. The ability to deliver results.
4. **Inspiring innovation and leading change** -- Drives and supports change initiatives by defining measurable outcomes, energizing others at all levels and ensuring continuing commitment by working through resistance with various stakeholders. Is always an enthusiastic supporter of the initiatives of PHOTON Consulting leaders. Has a passion for and positive attitude about the job, PHOTON Consulting, and the solar power industry.



5. **Resource management and financial budgets** -- Develops and or supports goals and objectives emphasizing accountability for all PHOTON Consulting resources (operational, financial, and human), in a manner consistent with overall and team objectives.

Other Requirements:

In addition to the above requirements, a desirable candidate will have experience in the solar power industry or the energy industry. Consulting services experience is also a plus.

Qualified candidates should submit resume and cover letter to resumes@photonconsulting.com.