# Business Development Intern, Baseload Power Japan

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**Company name**
Baseload Power Japan KK

**Job description**

**Reporting to:** Representative Director, Baseload Power Japan

**Location:** Based in the Baseload Power Japan office in Tokyo and remotely

Do you want to join a team that goes above and beyond to support Japan’s green transition and create a planet in balance that runs on renewable energy?

We are now looking for a Business Development Intern to strengthen our team in Tokyo and if you are a business professional or student with a startup mindset who appreciates a modern and international work environment with a flat organization and great work/life balance then we think you will be a great fit for this role.

This is a fantastic opportunity to test your chops at a company that thrives on new ideas and creative input by people of all ages. We have currently have offices in five markets, and a successfully completed internship could open doors to very exciting opportunities in the geothermal industry.

Join us and help drive the green transition in Japan and beyond!

**About us**

Baseload Power Japan works with local communities and power companies to permit, build and operate geothermal power plants.

Geothermal power is an affordable form of renewable energy based on geothermal resources or waste heat, and it provides local communities with affordable and sustainable baseload electricity. We currently have four power plants in Kumamoto and Gifu Prefectures. Several more plants are currently in the planning, development, or commissioning states.

Baseload Power Japan is a subsidiary of Baseload Capital, a specialised investment entity based in Stockholm, Sweden, that funds the deployment of geothermal power worldwide. Together, we are helping nations quickly transition away from fossil fuels and toward energy independence. The result will lead to more resilient societies and a planet in balance.

**Purposes of Position:**

To support our Business Development team with business intelligence and market research, as well as in interactions with vendors and stakeholders. It may also include supporting marketing activities such as events.

Your role will be to contribute to the efficiency of our business by providing personalized and timely support to business development and executive team members. To be successful in this role, you should be well-organized, have great time management skills, and be able to act independently. Previous interns have had a track record of academic excellence.

We expect you to be able to work at least 16 hrs per week, and we offer renumeration for this work.

**Duties / Responsibilities:**

• Manage information flow in a timely and accurate manner

• Support Business Development team with market research, statistics and business intelligence, incl applicable laws, regulations and government policies

• Support Baseload Power Japan team during marketing events and other client facing initiatives

• Support meeting preparation

• Format information for internal and external communication – memos, emails, presentations, reports

• Take minutes during meetings

• Producing reports and presentations

• Provide general administrative support

• Research and organizing data to prepare documents for review and presentation by boards of directors, committees, and executives

• Use various software, including word processing, spreadsheets, databases, and presentation software

• Read and analyze incoming memos, submissions, statistics and distributing them as needed.

**Competencies:**

The following competencies are expected:

• Resilience – A personal ability to bounce back when discouraged, learn from your mistakes, and collaborate with others in order to overcome any hurdle;

• Innovative – An openness to new ideas for improving the way we work and how we build our business and plants;

• Visionary pioneering – Ability to recognize and seize opportunities, and not let the risk get in the way of doing what is right or inspiring others to achieve desired results together;

• Entrepreneurial mindset – Previous experience building up businesses in new areas and continuously drive the company offering on a fast-evolving market

• Self-starter and results oriented – Proven experience working towards targets and achieving them and the ability to flourish with minimal guidance, be proactive, and handle uncertainty

• Excellent communication skills – Superb interpersonal skills, including the ability to quickly build rapport with both customers, partners, and suppliers.

• Leadership and management Skills – Ability to inspire others to achieve desired results and to develop and enable others to realise their full potential.

• Environmentalist – Passionate about the environment and sharing the core values of Baseload group to work for a carbon free society

**Requirements / Education / Qualifications:**

• Excellent MS Office and IT knowledge, especially Excel and PowerPoint

• Outstanding organizational and time management skills

• Fluent in English and at least intermediate level Japanese

• Discretion and confidentiality

• Engineering major (studies in Energy and Heating Systems or Industrial Engineering & Management is a plus)

• Any work experience is a plus but not required

• Valid visa to stay in Japan such as a student visa or internship visa

Please send your applications or any questions to info@baseloadpower.jp

We are looking forward to hearing from you!

Baseload Power Japan Team

**Email**
info@baseloadpower.jp