

**Photon Energy Group** is a group of companies with a shared mission: making clean energy, clean water and clean environments accessible to everyone.

**Photon Energy** and **Lerta** provide comprehensive renewable energy solutions, including solar power and energy flexibility. **Photon Water** offers water treatment and management solutions, and our remediation technology removes contaminants from water and soil.

A publicly traded company operating in over 15 countries across two continents, we combine a global outlook with localised expertise.

Since our founding in 2008, we've expanded to a team of more than 400 employees around the world. And we're committed to fostering a culture of shared values and sense of purpose as we continue to grow.

For more information, please visit [photonenergy.com](https://photonenergy.com).

## Senior In-house Recruiter

To make sure we have the best talent available, we are looking for an experienced, proactive and independent **Senior In-house Recruiter**.

The Senior In-house Recruiter will manage and coordinate activities related to talent acquisition and management, sourcing and recruitment. The main focus of this role will be on recruiting the right talent for the company by approaching the most relevant (active and passive) talents across markets and ensuring the best possible candidate experience.

### Key Responsibilities

- ▶ Actively driving the **full 360 recruitment cycle** in all Photon Energy Group's core markets – partnering with hiring managers, creating and posting job advertisements, direct search and talent sourcing, initial (pre)screening of candidates, scheduling and supervising communication with candidates, leading interviews, assessing and selecting top talent in a timely manner, and preparing job offers
- ▶ Drafting, posting, and maintaining open positions on job portals, company web pages and internal tracking systems
- ▶ Managing cooperation with recruitment service providers and career web portals
- ▶ Sourcing the most relevant talent across European markets and proactively approaching qualified individuals to fill the pipeline
- ▶ Collaborating closely with hiring managers to determine position requirements
- ▶ Utilising sourcing technologies including (but not limited to) LinkedIn, social networks and CV databases
- ▶ Tracking expenditures for recruitment activities

- ▶ Providing hiring data analytics and identifying opportunities for improvements
- ▶ Contributing to the improvement of employer branding, managing cooperation with local stakeholder organisations, institutions and universities
- ▶ Initiating and driving projects relating to the selection and integration of social media recruitment tools
- ▶ Cooperating on and supporting selected HR projects

### **Qualifications and Experience**

- ▶ Minimum high school diploma
- ▶ Proven experience with 360 recruitment and candidate searches (3+ years), ideally in a fast-growing international organisation
- ▶ Experience with positions related to the technical, IT, and/or energy sector highly beneficial, but not mandatory
- ▶ Fluent in English and Czech, knowledge of other European languages is a strong advantage
- ▶ Empathic, keen to understand our business and the people behind it
- ▶ Proactive solution-oriented self-starter
- ▶ Able to effectively communicate ideas and thoughts to people at all levels of the organisation
- ▶ Excellent management, organisation and prioritisation skills
- ▶ High level of independence and responsibility, capable of focusing on highly detail-oriented work
- ▶ Team player, but capable of working individually without close supervision

### **Our Offer**

- ▶ An interesting, challenging and meaningful job as part of an international team at a fast-growing global organisation
- ▶ Work in the promising sectors of renewable energy and clean water technology
- ▶ Possibility of an immediate start
- ▶ MultiSport card: discounted access to leisure and sport facilities in the Czech Republic
- ▶ Flexible working hours and occasional home office
- ▶ Five weeks of paid holiday
- ▶ 3 sick days and 1 CSR day for socially beneficial activities
- ▶ Meal plan

- ▶ Various team-building and corporate events
- ▶ Personal and professional development courses
- ▶ Opportunity to learn and grow professionally, significantly broadening the skill set in HR
- ▶ Modern offices in Karlín (10 minutes from Florenc metro station on foot) with a relaxation area and indoor terrace
- ▶ Participation in an Employee Share Purchase Program after the first year of employment (company shares to a personal brokerage account as a bonus to your monthly salary)

If you are interested in the position and fulfil the above requirements, please send your CV in English to [careers@photonenergy.com](mailto:careers@photonenergy.com).

<b>Working location:</b>	Prague, Czech Republic
<b>Type of employment:</b>	Employee
<b>Type of contract:</b>	Full-time
<b>Required education:</b>	High school diploma
<b>Required languages:</b>	Czech and English (C1+)