

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](http://photonenergy.com).

## Back Office Specialist

### Key Responsibilities

- ▶ Preparation of reports and documents for the Back Office team as well as partners, internal and external clients, and institutions such as TSOs, DSOs and other energy institutions
- ▶ Verification of the completion and accuracy of documents provided by clients and partners
- ▶ Providing continuous education and training to clients and partners
- ▶ Executing Demand Side Response stress events
- ▶ Maintaining an archive (analogue and digital) of NDAs and other documents relating to partners, agents and others in the sales force
- ▶ Ongoing contact with clients and partners (telephone and online)
- ▶ Updating databases to reflect the sale of services
- ▶ Reporting on completed tasks and workflow
- ▶ Conducting analysis of the electricity consumption profile

### Qualifications and Experience

- ▶ Minimum bachelor's degree. Technical or economic education is welcome
- ▶ Basic knowledge of Microsoft Excel (e.g. vertical search)
- ▶ Excellent organisational skills
- ▶ Ability to provide effective service to clients and work well as part of a team
- ▶ Fluency in Polish (minimum C1)
- ▶ Communicative, intermediate English (minimum B2)
- ▶ Knowledge of the energy sector and experience in Back Office or Sales Support are an advantage

### Our offer:

- ▶ An interesting job at a fast-growing global organisation in the promising fields of renewable energy, environmental remediation and clean water technology
- ▶ Company culture built on trust and diversity
- ▶ Remuneration reflective of individual experience and skills

- ▶ Teambuilding and corporate events
- ▶ Support for ongoing professional growth through tailored training sessions, courses, and more
- ▶ Medicovert SPORT allowance
- ▶ Medical package allowance and Meal Card
- ▶ 1 CSR day (a working day dedicated to a non-profit organisation aligned with the Group's mission and values) activities
- ▶ Laptop, mobile phone
- ▶ Full-time employment contract

<b>Working location:</b>	Poznan, Poland
<b>Type of employment:</b>	Full-time employment contract
<b>Length of contract:</b>	Temporary
<b>Required languages:</b>	Polish (minimum C1), English (minimum B2)