

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.

Back Office Specialist

Key Responsibilities

Client Support

- ▶ Preparing, reviewing, and correcting job reports from service technicians before sending them to clients
- ▶ Serving as point of contact for O&M clients, addressing their inquiries and concerns
- ▶ Handling incoming quotations and developing client offers in cooperation with the manager
- ▶ Preparing documentation for invoices and purchase orders
- ▶ Creating reports for internal and external clients

Team Support

- ▶ Maintaining detailed information about periodical training and instructions for our employees
- ▶ Supporting staff performance by communicating job expectations and planning, monitoring, and performance results
- ▶ Assisting in counselling and disciplining employees
- ▶ Managing the O&M departmental agenda and informing all personnel of any changes

Project Support

- ▶ Keeping information related to all projects under O&M agreement updated
- ▶ Conducting data analysis using our internal PECOM system to support decision-making and improve processes

Administrative Support

- ▶ Handling administrative requests and queries
- ▶ Performing ad-hoc tasks as required to support the organisation's goals.

Qualifications and Experience

- ▶ Minimum bachelor's degree (technical degree is an advantage)
- ▶ Work experience in administrative and supportive roles for at least 2 years
- ▶ Good knowledge of Microsoft tools, especially MS Excel
- ▶ Romanian (fluent), English (B2+)
- ▶ A team player with strong communication skills, a sense of responsibility and diligence, and the ability to work well independently
- ▶ Good time management and ability to prioritise own tasks
- ▶ Organisational skills
- ▶ Good common sense and critical thinking
- ▶ Driving licence is an advantage

Our Offer

- ▶ An interesting job at a fast-growing global organisation in the promising fields of renewable energy and clean water technology
- ▶ Remuneration reflective of individual experience and skills
- ▶ Indefinite full-time employment contract
- ▶ Flexible working hours and occasional home office upon manager's approval
- ▶ Team-building and corporate events
- ▶ Support for your ongoing professional development through tailored training, courses, and more
- ▶ 21 days of vacation
- ▶ 1 CSR Day to donate a working day to a non-profit organisation aligned with the Group's mission and values
- ▶ Meal allowance (Edenred card)
- ▶ Medical package allowance (Regina Maria)
- ▶ Laptop and mobile phone

If you are interested in the position and fulfil the above requirements, please apply online or send your CV to careers@photonenergy.com.

Working location:	Bucharest, Romania
Type of employment:	Employee
Type of contract:	Full-time
Length of contract:	Indefinite
Required languages:	Romanian (fluent) and English (B2+)