

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**

- ▶ Preparing reports and correcting job reports before sending them to clients
- ▶ Maintaining detailed information about periodical training and instructions
- ▶ Keeping information related to all projects under agreement
- ▶ Keeping all information updated for all projects and operations under contract
- ▶ Maintaining the departmental agenda and keeping the team informed of any changes
- ▶ Taking over subcontractor quotations that come in and developing offers for clients in agreement with the manager
- ▶ Preparing and collecting documentation for invoicing repair jobs
- ▶ Supporting frequent invoicing to clients as well as payment collection, in alignment with finance department
- ▶ Supporting staff results by communicating job expectations and planning, monitoring, and appraising job results
- ▶ Helping to counsel and manage team members
- ▶ Aiding in developing, coordinating, and enforcing systems, policies, procedures, and productivity standards
- ▶ Strengthening job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and connecting with professional organisations
- ▶ Accomplishes the organisation's goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments

## Qualifications and Experience

- ▶ More than 3 years of experience in a similar position
- ▶ Experience in the renewable energy sector is an advantage
- ▶ University degree is an advantage
- ▶ Excellent understanding of MS Excel
- ▶ Proficiency with integrated corporate systems is an advantage
- ▶ A strategic thinker with strong communication, interpersonal and time management skills
- ▶ Fluent Hungarian and strong English (B2+)
- ▶ Category B driving license

## 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
- ▶ Indefinite full-time employment contract
- ▶ Flexible working hours and occasional home office with manager's approval
- ▶ Teambuilding and corporate events
- ▶ Support for ongoing professional growth through tailored training sessions, courses, and more
- ▶ 20 days of vacation (plus 1-10 based on age, plus 2-7 based on number of children)
- ▶ 1 CSR day (a working day dedicated to a non-profit organisation aligned with the Group's mission and values)
- ▶ Meal allowance (SZÉP card)
- ▶ Medical package (PrivateMed Next health insurance)
- ▶ Laptop and mobile phone

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

**Working location:** Budapest, Hungary

**Type of employment:** Employee

**Type of contract:** Full-time

**Length of contract:** Indefinite  
**Required education:** High school  
**Required languages:** Hungarian (Fluent), English (B2+)