

At **Photon Energy Group**, we are dedicated to ensuring that everyone has access to clean, affordable energy and water. We deploy technology to provide these fundamentals and help build a thriving, sustainable world.

A publicly traded company, we have worked in the renewable energy arena for over 15 years, growing to a team of over 400 employees around the world. The Group is made up of three main business lines: **Photon Energy** and **Lerta**, which offer comprehensive solar power and renewable energy solutions, and **Photon Water**, providing clean water and remediation solutions for all environments.

We are driven by our values. Not only do we believe in the business potential of clean, sustainable energy and water, but we are also dedicated to fostering a culture of innovation, safety, sustainability, community, performance and integrity amongst our employees as we continue to grow.

For more information, please visit photonenergy.com.

Back Office Specialist

Key Responsibilities

- ▶ Providing administrative support to a department that builds rooftop photovoltaic installations mainly for commercial clients (B2B)
- ▶ Preparing indicative price offers based on provided pricing guidelines
- ▶ Communicating with partners, suppliers and other internal departments within Photon Energy Group
- ▶ Processing and archiving business opportunities and documents (paper-based and e-mail) related to projects
- ▶ Collaborating on the preparation of PowerPoint presentations for the sales force and customers
- ▶ Ensuring communication with distributors (ČEZ, PRE, EGD) and closing contracts for grid connections with energy authorities
- ▶ Inputting project data into the ERP system
- ▶ Administrative support for the team and department: handling printing, scanning, ad hoc tasks

Qualifications and Experience

- ▶ Experience in administrative or sales support roles, ideally in construction, real estate development, architecture or a design studio
- ▶ Secondary school education

- ▶ Good communication, organisational skills, team player
- ▶ Proficiency in MS Office
- ▶ Czech language, min. C1
- ▶ English language, min. B2
- ▶ Familiarity with the process of applying for building permits is a strong advantage
- ▶ Pleasant demeanour, reliability, attention to detail, responsible approach to work, willingness to learn and acquire new information and ability to prioritise tasks independently

Our Offer

- ▶ Full-time employment with a possibility of immediate start
- ▶ An interesting job at a fast-growing global organisation in the promising fields of renewable energy and clean water technology
- ▶ Remuneration according to experience and skills
- ▶ Opportunity for professional growth
- ▶ Personal and professional development courses
- ▶ 25 days of vacation, 3 sick days, 1 CSR day
- ▶ Contribution to meal vouchers and MultiSport card
- ▶ Laptop and mobile phone
- ▶ Participation in an Employee Share Purchase Program after the first year of employment (company shares paid 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 apply online or send your CV to careers@photonenergy.com.

Working location:	Prague, Czech Republic
Type of employment:	Employee
Type of contract:	Full-time
Length of contract:	One year, with the possibility of extension
Required languages:	Czech (C1+), English (B2+)