

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** provides comprehensive solutions that support the generation of clean energy and the integration of renewables into the electrical grid. **Photon Water** offers water treatment and management solutions, and **Photon Remediation** deploys advanced technology to remove contamination from all environments.

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).

## Administrative Assistant

We're looking for a detail-oriented and organised **Administrative Assistant** to join our team in Bucharest. This is a great opportunity for recent graduates or those with some administrative experience who want to grow their skills in a supportive, dynamic environment.

### Key Responsibilities

- ▶ Providing day-to-day support to the Asset Management team in Romania
- ▶ Gathering and organising documents using ready-made templates for processes like licensing and certificates
- ▶ Assisting with updating existing testing programs and preparing them for new assets
- ▶ Creating reports for monthly and quarterly submissions to OPCOM (Romanian gas and electricity market operator) using pre-designed templates
- ▶ Preparing tax declarations by filling out pre-set forms
- ▶ Double-checking that payments (like land rent or taxes) have been made and reaching out to our internal or external partners if needed
- ▶ Reviewing data from our systems to ensure production records and invoices are correct and issued on time

### Qualifications and Experience

- ▶ Previous administrative experience
- ▶ Strong organisational skills with a keen eye for detail
- ▶ Comfortable with basic MS Office tools like Word and Excel

- ▶ Ability to manage time effectively and prioritise tasks
- ▶ Minimum secondary school education
- ▶ Romanian (native), English (B2)

## **Our Offer**

- ▶ An interesting job at a fast-growing global organisation in the promising field of renewable energy and clean water
- ▶ 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 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](mailto:careers@photonenergy.com).

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