

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.

Receptionist

Key Responsibilities

- ▶ Ensuring the smooth operation of the reception
- ▶ Answering phone calls and distributing emails to the company's departments
- ▶ Managing data boxes
- ▶ Receiving visitors and arranging parking
- ▶ Managing meeting rooms and kitchens
- ▶ Responsibility for incoming and outgoing mail
- ▶ Arranging refreshments
- ▶ Purchasing office and kitchen supplies
- ▶ Communicating with departments across the company
- ▶ Communicating with building management and maintenance staff
- ▶ Handling the administrative agenda
- ▶ Performing ad hoc tasks

Qualifications and Experience

- ▶ High school education
- ▶ Work experience in administrative and supportive roles for at least 2 years
- ▶ Proactive and takes initiative
- ▶ Intuitive, with good attention to detail
- ▶ Experience in a multicultural environment as a strong benefit
- ▶ Punctuality
- ▶ Organisational skills
- ▶ Good at multitasking

- ▶ Ability to prioritise own tasks
- ▶ Czech language – C1+
- ▶ English language – B1+

Our Offer

- ▶ Full-time employment for an indefinite period, immediate start possible
- ▶ Working in fast-growing, international company, in a renewable-energy industry
- ▶ Competitive remuneration, commensurate with your qualifications and experience
- ▶ Possibility of career growth
- ▶ Access to personal and professional development courses
- ▶ 25 days of vacation
- ▶ 3 sick days
- ▶ 1 CSR day for socially and environmentally important activities
- ▶ Contribution to meal plan and Multisport Card
- ▶ Laptop and mobile phone
- ▶ Participation in an Employee Share Purchase Program after the first year of employment (company shares on your 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:	Indefinite
Required languages:	English (B1+), Czech (C1+)