

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.

Visit photonenergy.com to learn more.

Back Office Specialist

Key Responsibilities

- ▶ Providing administrative support to the Sales, Procurement and Logistics teams
- ▶ Email and telephone communication with suppliers and clients
- ▶ Issuing documents – orders, delivery notes, invoices, credit notes
- ▶ Regular preparation of reports on individual sales orders
- ▶ Collaboration in the preparation of price offers
- ▶ Support in inventory management
- ▶ Daily work with our CRM, ERP systems and Excel spreadsheets
- ▶ Handling any additional ad-hoc tasks as needed by the team

Qualifications and Experience

- ▶ Experience in an administrative position, ideally in the fields of sales, procurement, or logistics
- ▶ Proficiency in Czech and English at a communicative level – communication across our company, with suppliers and clients, knowledge of another language is a great advantage
- ▶ Knowledge of MS Office, especially advanced MS Excel skills
- ▶ Professional communication, attention to detail, and a responsible approach to work
- ▶ Enthusiasm for learning new things, reliability, and the ability to independently prioritise tasks

Our Offer

- ▶ Full-time employment with the possibility of an 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
- ▶ 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)
- ▶ Working tools: 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:	Prague, Czech Republic
Type of employment:	Employee
Type of contract:	Full-time
Length of contract:	Permanent
Required languages:	Czech (C1), English (B1/B2)