

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 Assistant

### Key Responsibilities

- ▶ Submitting applications for and ensuring that building permits are in place for solar projects
- ▶ Liaising with project developers, investors and potential clients
- ▶ Actively searching for new project opportunities
- ▶ Providing support in the procurement process for materials and maintaining contact with subcontractors
- ▶ Planning, organising and coordinating internal and external meetings and workshops for members of the department, including telephone and video conferences as well as international and domestic travel
- ▶ Overseeing travel expense reporting and deadline control
- ▶ Ongoing collaboration with the team in the preparation of solar projects, presentations, spreadsheets and reports in MS Office
- ▶ Acting as liaison between external clients and partners and internal colleagues across departments
- ▶ Supporting the team in managing solar project coordination internally
- ▶ Facilitating meetings, including timekeeping and preparation of meeting minutes, notes and action logs
- ▶ Action log follow up: collecting actions and following up on various monthly recurring demands and actions
- ▶ Ad-hoc tasks within the departmental workflow

## Qualifications and Experience

- ▶ Experience providing administrative support
- ▶ Experience with construction support or dealing with local institutions and regulators is a strong advantage
- ▶ Analytical and problem-solving skills, with the ability to remain focused and deal with short-notice changes in time-sensitive situations
- ▶ Professionalism, confidentiality and diplomacy
- ▶ Experience with construction support or dealing with local institutions and regulators is a strong advantage
- ▶ High-school education
- ▶ Czech (C1) and English (B2+)

## 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
- ▶ Access to personal and professional development courses
- ▶ Possibility of career growth
- ▶ 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](mailto:careers@photonenergy.com).

<b>Working location:</b>	Prague, Czech Republic
<b>Type of employment:</b>	Employment Contract
<b>Type of contract:</b>	Full-time
<b>Length of contract:</b>	Indefinite
<b>Required languages:</b>	Czech (C1) and English (B2+)