

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.

Back Office Specialist

We are seeking a **Back Office Specialist** to join our **Engineering team**. In this role, you will work closely with the Head of Development Services to manage internal project coordination and serve as the key liaison between internal and external contacts.

Key Responsibilities

- ▶ Planning, organising, and coordinating internal and external meetings, workshops, and conferences (both in-person and virtual)
- ▶ Managing international and domestic travel arrangements, including expense reporting
- ▶ Collaborating closely on projects, preparing presentations, spreadsheets, and reports
- ▶ Preparing meeting documents, facilitating meetings, keeping time, preparing minutes, and ensuring timely follow-up on feedback and deadlines
- ▶ Handling procurement workflows and necessary permits
- ▶ Following up on action logs and recurring monthly demands
- ▶ Daily work with internal systems: CRM, ERP and Excel

Qualifications and Experience

- ▶ Previous working experience in an administrative/backoffice position
- ▶ Excellent level of Czech language and communicative level of English
- ▶ Knowledge of MS Office, especially advanced MS Excel skills
- ▶ Professional communication, attention to detail, and a responsible approach to work

- ▶ Analytical and problem-solving skills, 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:	Indefinite with trial period of 3 months
Required languages:	Czech (fluent) and English (B2+)