

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](https://photonenergy.com).

## Back Office Specialist

Are you a detail-oriented, organised, and proactive individual? Do you thrive in a dynamic environment where your skills can shine?

We are looking for a **Back Office Specialist** to support our construction team. If you're ready to take on a variety of tasks and make a significant impact, we want to hear from you.

### Key Responsibilities

- ▶ Supporting in the preparation of contractual documents and orders
- ▶ Maintaining contact with local companies, authorities, and municipalities
- ▶ Coordinating with external partners (e.g. Statistics, PBR) and managing records
- ▶ Facilitating cross-department cooperation and regular communication
- ▶ Collecting, tracking, and archiving documents (orders, contracts, annexes, amendments, etc.)
- ▶ Checking the accuracy and status of invoices
- ▶ Scheduling appointments and taking detailed minutes
- ▶ Performing ad-hoc tasks from the Head of Construction (Hungary and Romania)
- ▶ Monitoring supply levels and handling shortages
- ▶ Addressing administrative requests and queries

### Qualifications and Experience

- ▶ Minimum 2-3 years of experience in an administrative/back office position

- ▶ Excellent level of Romanian language and communicative level of English
- ▶ Knowledge of MS Office, especially advanced 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**

- ▶ An interesting job at a fast-growing global organisation in the promising fields of renewable energy and clean water technology
- ▶ 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 your 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)

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>Required languages:</b>	Romanian (fluent) and English (B2+)