

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 350 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.

Sales Support Specialist

Join us as a **Sales Support Specialist** and become a key player in our fast-paced energy business. You will work closely with our Origination, Trading, and Sales teams in Hungary, supporting client onboarding, managing contracts, coordinating data, and preparing reports.

If you are detail-oriented, proactive, client-oriented and eager to take on new challenges, we would love to hear from you.

Key Responsibilities

- ▶ Providing support and working closely with our Origination, Trading and Sales team operating in Hungary
- ▶ Managing contract administration and regulatory registrations with institutions such as MAVIR and MEKH
- ▶ Coordinating real-time data and overseeing accurate production reporting
- ▶ Assisting with clients onboarding and execution of service contracts
- ▶ Handling monthly settlements for energy consumption and production
- ▶ Contributing to internal reporting and ensuring data accuracy for analytical teams
- ▶ Generating invoices using settlement files and CRM data inputs
- ▶ Preparing monthly income statements and analyst reports

Qualifications and Experience

- ▶ At least 1 year of experience in a back-office or sales support role

- ▶ Bachelor's degree in economics, business, or a technical field
- ▶ Native Hungarian speaker with solid English communication skills (client-facing and internal)
- ▶ Advanced proficiency in Microsoft Excel
- ▶ Strong analytical skills, attention to detail, and confidence in handling client communication
- ▶ Ability to manage ad-hoc tasks and interpret numerical data effectively

Our Offer

- ▶ An interesting job at a fast-growing global organisation in the promising field of renewable energy and environmental services
- ▶ Permanent full-time employment contract with the option to start immediately
- ▶ A company culture built on trust and diversity
- ▶ Flexible working hours and occasional home office upon manager's approval
- ▶ One CSR day per year to dedicate a working day to a non-profit organization aligned with the Group's mission and values
- ▶ Meal allowance (SZÉP card)
- ▶ Medical package (PrivateMed Next health insurance)
- ▶ Team-building and corporate events
- ▶ Opportunity to take part in workshops and courses to support personal and professional development

If you are interested in the position and fulfil the above requirements, please apply online or send your CV to careers@photonenergy.com.

After clicking on the "Apply" button please do not forget to attach your CV in English.

Working location:	Budapest, Hungary
Type of employment:	Employee
Type of contract:	Full time
Length of contract:	Indefinite with trial period of 3 months
Required languages:	Hungarian (fluent) and English (B2+)