

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

We are looking for a motivated and detail-oriented **Back Office Specialist** to join our dynamic **Back Office team**.

This is a fantastic opportunity for junior candidates eager to kickstart their career and grow in the renewable energy sector. If you enjoy challenges and have a passion for learning, we'd love to hear from you.

### Key Responsibilities

- ▶ Preparing **reports and documents** for internal departments, external contractors, and institutions
- ▶ Verifying that documents provided by customers are **complete and correct**
- ▶ Providing day-to-day **support to Sales, Trading**, and other departments
- ▶ Conducting **training sessions** for clients and business partners
- ▶ Performing **Power Reduction Tests Control** (DSR)
- ▶ Maintaining both **analogue and digital archives** of NDA agreements and other documentation related to partners, agents, and entities in the field of sales services
- ▶ Maintaining **ongoing contact** with customers via phone and email
- ▶ Updating and ensuring accuracy of **databases** based on services sold
- ▶ Creating regular **reports** on the activities you've performed

## Qualifications and Experience

- ▶ Bachelor's degree or higher in a related field
- ▶ We're open to hiring a recent graduate or someone with 1-2 years of experience in an administrative or sales support position
- ▶ Fluency in Polish and English at a communicative level
- ▶ Proficiency in MS Office, especially Excel
- ▶ Experience in using a CRM is a big advantage
- ▶ Exceptional communication skills with the ability to assert yourself professionally
- ▶ Strong problem-solving abilities and a keen eye for detail
- ▶ A proactive team player with a focus on collaboration

## Our Offer

- ▶ Full-time employment contract for an indefinite period with the possibility of an immediate start
- ▶ An interesting job at a fast-growing global organisation in the promising fields of renewable energy, environmental remediation and clean water technology
- ▶ Company culture built on trust and diversity
- ▶ Teambuilding and corporate events
- ▶ Support for ongoing professional growth through tailored training sessions, courses, and more
- ▶ Medcover SPORT allowance
- ▶ Medical package allowance and Meal vouchers
- ▶ 1 CSR day (a working day dedicated to a non-profit organisation aligned with the Group's mission and values) activities
- ▶ Working tools: laptop, 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](mailto:careers@photonenergy.com).

<b>Working location:</b>	Poznan, Poland
<b>Type of employment:</b>	Employee
<b>Type of contract:</b>	Full time
<b>Length of contract:</b>	Indefinite with trial period of 3 months
<b>Required languages:</b>	Polish (fluent) and English (B2+)