

Photon Energy Group delivers solar energy and clean water solutions around the world. Its solar power services are provided by Photon Energy; since its foundation in 2008, Photon Energy has built and commissioned solar power plants with a combined capacity of over 120 MWp and has power plants with a combined capacity of over 90 MWp in its proprietary portfolio. It is currently developing projects with a combined capacity of over 750 MWp in Australia, Hungary, Poland and Romania and provides operations and maintenance services for over 330 MWp worldwide. For more information, please visit photonenergy.com.

To provide support to the company COO, we are looking to fill the following position based in our Prague office:

Executive Administrative Assistant to COO

Job Description

The Executive Assistant provides high-level one-on-one administrative and personal support to the COO and serves as a liaison to the senior management teams and internal stakeholders, organizes and coordinates external efforts, and participates in special projects. The Executive Assistant must be creative and enjoy working within an entrepreneurial environment.

The ideal candidate has the ability to exercise **good judgment** in a diversity of situations, with strong written and verbal communication, administrative and **organizational skills**, and possess the ability to maintain a realistic balance among **multiple priorities**.

This position represents a unique **opportunity to learn**, grow and participate in the inner workings of the organization at all levels.

Key Responsibilities

- ▶ Primary organizational support for the Chief Operation Officer
- ▶ Prepare correspondence, communications, and other documents
- ▶ Create, maintain and organize files, documents and various reference materials
- ▶ Conduct research, collect and analyze data
- ▶ Create presentations and reports
- ▶ Arrange and coordinate meetings and events
- ▶ Record, transcribe and distribute minutes of meetings
- ▶ Manage and maintain schedules, appointments and travel arrangements
- ▶ Monitor, screen, respond to and distribute incoming communications
- ▶ Respond promptly to executives' and managers' queries
- ▶ Act as the point of contact and liaise with internal staff
- ▶ Interact with external contacts, clients and third parties
- ▶ Ad-hoc various duties

Qualifications and Experience

- ▶ Extremely detail oriented and excellent organizational skills
- ▶ Ability to work independently, prioritize and multi-task in a fast-paced team environment
- ▶ Strong written and verbal communication skills
- ▶ PowerPoint presentation skills (advanced level is an advantage)
- ▶ MS Excel and MS Office skills (advanced level is an advantage)
- ▶ Experience as an Executive Assistant, Administrative Assistant, Personal Assistant or similar role (is an advantage)
- ▶ Commitment to exercising discretion and confidentiality with sensitive information
- ▶ University degree or similar work experience
- ▶ High level English and Czech language skills

Characteristics of Ideal Candidate

- ▶ Organized – needs to have everything in just the right place, dislikes messy environments, enjoys organizing others
- ▶ Dependable – more reliable than spontaneous
- ▶ Adaptable – enjoys work that requires frequent shifts in direction
- ▶ Curious – enjoys constantly learning new things and exploring their horizons
- ▶ People oriented – enjoys interacting with people and working on group projects
- ▶ Stress resistant – ability to function in a high-pressure environment

Our offer

- ▶ Opportunity to work in a fast-growing, international renewable energy company
- ▶ Competitive remuneration, reflecting qualifications and experience
- ▶ 5 weeks of holidays per year
- ▶ MultiSport plan – contribution to sport, cultural and leisure activities
- ▶ Company and team-building events
- ▶ Laptop and mobile phone
- ▶ Contribution to educational courses and professional enhancement activities

If you are interested in the position and fulfil the above requirements, please send your CV in English with recent photograph as well as a motivational letter to careers@photonenergy.com.

Working location: Amazon Court, Karolinská 661/4, Prague 8

Type of employment: Full-time

Length of contract:	Indefinite
Languages:	English (C1/C2), Czech (B2/C1)
Benefits:	5 weeks of holidays, laptop, mobile phone, MultiSport plan – contribution to sport, cultural and leisure activities, other motivational benefits