

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 100 MWp and has power plants with a combined capacity of 74.7 MWp in its proprietary portfolio. It is currently developing projects with a combined capacity of over 420 MWp in Australia, Hungary, Poland and Romania and provides operations and maintenance services for over 300 MWp worldwide, including 78 MWp in Hungary. For more information, please visit photonenergy.com.

To strengthen our team in Romania, we are looking to fill the following position, to be based in Bucharest:

Administrative Assistant

Key Responsibilities

- ▶ Handling administrative requests and queries
- ▶ Sorting and distributing communication in a timely manner
- ▶ Organising and scheduling appointments
- ▶ Planning meetings and taking detailed minutes
- ▶ Monitoring levels of supplies and handling shortages
- ▶ Resolving office-related malfunctions and responding to requests or issues
- ▶ Developing and maintaining a filing system for documents
- ▶ Providing general support to visitors
- ▶ Writing and distributing emails, correspondence memos, letters, faxes and forms
- ▶ Ad hoc tasks as required by the head of construction

Qualifications and Experience

- ▶ High School degree
- ▶ MS Office (Word, Excel)
- ▶ At least 1 year experience in a similar position
- ▶ Fluent in Romanian, English (written and spoken); Slovak and Czech would be beneficial
- ▶ Good communication skills
- ▶ Team spirit
- ▶ Good organizational skills
- ▶ Pleasant, friendly manner

Our Offer

- ▶ The opportunity to work in a fast-growing, international renewable energy company
- ▶ Competitive remuneration, reflecting qualifications and experience
- ▶ Five weeks of holiday per year
- ▶ Company and team-building events
- ▶ Laptop and mobile phone

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

Working location:	Romania, Bucharest office
Type of employment:	Full-time
Length of contract:	Two-year employment contract with 3-month probation period
Required education:	High school degree
Languages:	Romanian (native speaker level) and English (advanced level)