

**Photon Energy Group** delivers solar energy and clean water solutions worldwide.

Working in the renewable energy arena for over 14 years, we continue to expand and are adding new business lines, markets and positions to our team.

We are a team of nearly 170 employees worldwide, spread across offices in Prague, Sydney, Warsaw, Budapest, Bucharest, Lodz, Amsterdam, etc. Not only do we believe in the potential of clean energy solutions, but we also live by these principles at work and in our employee community. As a public company, Photon Energy Group is transparent in its regular reports to the stock market and open to new suggestions from both employees and investors.

**To oversee the implementation of the company-wide ERP system and facilitate internal integration, we are looking for an experienced, proactive and independent Change Manager / Project Manager.**

## Project Manager

Are you a driver of change? Are you passionate about helping people adapt to organizational and system changes?

This role is responsible for planning, overseeing and leading projects from ideation through to completion. As part of our ERP PMO team, this position is a hybrid of traditional project management and change management. This is a key role in our team and requires interaction with a range of internal and external stakeholders, most often managing several entities and projects simultaneously.

Ensuring project scope delivery and process change integration in an effective manner is paramount.

### Responsibilities

- ▶ Leading and implementing change initiatives related to business processes and technologies.
- ▶ Developing project strategies and plans, including stakeholder assessment, communications, leadership alignment, organization transition, change readiness, capability transfer, and end-user training.
- ▶ Providing direct support and coaching to front-line managers and supervisors as they help their direct reports through transitions.
- ▶ Facilitating change management activities with cross-functional team members and stakeholders to understand and ensure adoption of the Process Transformation.
- ▶ Leading project planning sessions and coordinating staff and internal resources
- ▶ Overseeing all incoming and outgoing project documentation
- ▶ Overseeing teams execution in accordance with project plans, tools, and methods, and support resource planning and acquisition.
- ▶ Participating in the tender process, i.e. design, submission and review
- ▶ Designing risk mitigation plans
- ▶ Conducting project review and creating detailed reports for executive staff
- ▶ Ensuring timely delivery of budgets and deadlines

### Key Requirements

- ▶ Bachelor's degree in Project Management, Business, Computer Science, Engineering, Education, Technology, Information Technology or Finance

- ▶ Five or more years of experience in organizational change management program design and implementation
- ▶ Five or more years of experience in project management and resource management
- ▶ A leader who can influence stakeholders in written and oral communications
- ▶ Fluent in English, other languages beneficial

Preferred:

- ▶ Change Management Professional and/or Project Manager certification
- ▶ ITIL Certification
- ▶ Lean Six Sigma Certification (black or green belt)

Personality

- ▶ Ability to effectively communicate ideas and thoughts to people at all levels of the organisation
- ▶ Excellent management, organisational and prioritisation skills
- ▶ Positive attitude and solution-oriented approach
- ▶ Proactivity towards tasks and improvements
- ▶ Uncompromisable professional discretion, thoroughness, and a personal desire to follow through until issue resolution
- ▶ High level of independence

## Our Offer

- ▶ An interesting, challenging and meaningful job as part of an international team at a fast-growing global organisation
- ▶ Opportunity to make a significant positive impact on the organisation's way of functioning long-term
- ▶ Work in the promising sector of renewable energy
- ▶ MultiSport card: discounted access to leisure and sport facilities in the Czech Republic
- ▶ Flexible working hours and occasional home office
- ▶ Five weeks of paid holiday
- ▶ Various team-building and corporate events
- ▶ Personal and professional development courses
- ▶ Opportunity to learn and grow professionally
- ▶ Modern offices in Karlín (10 minutes from Florenc metro station on foot) with a relaxation area and indoor terrace
- ▶ Participation in an Employee Share Purchase Program after the first year of employment (company shares to a personal brokerage account as a bonus to your monthly salary)

If you are interested in the position and fulfil the above requirements, please send a CV in English along with a recent photograph to [careers@photonenergy.com](mailto:careers@photonenergy.com).