

**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 over 250 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 make sure we have the best talent available we are looking for an experienced, proactive and independent in-house recruiter in our Prague office.**

## In-house Recruiter

The in-house recruiter will manage and coordinate activities related to talent acquisition and management, sourcing and recruitment. The main focus of this role is on recruiting the right talent for the company by approaching the most relevant (active and passive) talents across markets and ensuring the best possible candidate experience.

### Responsibilities

- ▶ Actively driving the **full recruitment cycle**: partnering with hiring managers, creating and posting job advertisements, direct search and talent sourcing, initial pre-screening of candidates, scheduling and supervising communication with candidates, leading interviews, assessing and selecting top talent in a timely manner and preparing job offers.
- ▶ Drafting, posting, and maintaining open positions on job portals and company web pages.
- ▶ Managing cooperation with recruitment service providers and career web portals.
- ▶ Sourcing for the most relevant talent across European markets and proactively approaching relevant individuals and filling the pipeline.
- ▶ Collaborating closely with hiring managers to determine position requirements.
- ▶ Utilising sourcing technologies including (but not limited to) LinkedIn, Xing, different social networks, CV databases, etc.
- ▶ Providing hiring data analytics and identifying opportunities for improvements.

### Key Requirements

- ▶ University degree (bachelor's) in business or an HR-related field
- ▶ Proven experience with recruitment and candidate searches (2+ years), ideally in the fast growing organisation
- ▶ Fluent in English and Czech, other languages beneficial

- ▶ Empathetic, keen to understand the business and the people behind it, proactive solution-orientated self-starter
- ▶ Able to effectively communicate ideas and thoughts to people at all levels of the organisation
- ▶ Excellent management, organisation and prioritisation skills
- ▶ High level of independence and responsibility, well organised and capable of focusing on detail-heavy work
- ▶ Team player, yet capable of working individually without close supervision

## Our Offer

- ▶ An interesting, challenging and meaningful job as part of an international team at a fast-growing global organisation
- ▶ 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
- ▶ Meal card
- ▶ Various team-building and corporate events
- ▶ Personal and professional development courses
- ▶ Opportunity to learn and grow professionally, significantly broadening the skill set in HR
- ▶ 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 your CV in English with a recent photograph to [careers@photonenergy.com](mailto:careers@photonenergy.com).

<b>Working location:</b>	Prague
<b>Employer:</b>	Photon Energy Corporate Services CZ s.r.o.
<b>Type of employment:</b>	Full-time
<b>Required education:</b>	University Degree
<b>Required languages:</b>	Czech, English
<b>Benefits:</b>	Five weeks of holiday, laptop, mobile phone, MultiSport card, meal card, company shares, language courses and other interesting benefits