

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.

For more information, see photonenergy.com.

To strengthen our team, we're looking to fill the following position based in our Budapest office:

Office Manager

Key Responsibilities

- ▶ Archiving digital and physical documents according to corporate archiving rules and cooperating with HQ archive in Prague
- ▶ Booking meeting rooms and scheduling events
- ▶ Answering and redirecting phone calls
- ▶ Maintaining inventory of office stationery and supplies
- ▶ Collecting colleagues' expense reports and submitting to bookkeeping team
- ▶ Maintaining employee attendance sheets and submitting to payroll provider and HR department
- ▶ Maintaining filing system for data on customers and external partners
- ▶ Distribution of incoming and outgoing mail, scanning and saving correspondence into company filing system
- ▶ Printing, organising and storing company documents as needed
- ▶ Translating documents from English to Hungarian and vice versa
- ▶ Managing the agendas, travel arrangements, appointments, etc. of management
- ▶ Managing correspondence (e-mail, letters, packages etc.)
- ▶ Providing support for budgeting and bookkeeping procedures (including petty cash, certificates of fulfilments and delinquency management)
- ▶ Liaising with sub-contractors and customers as necessary
- ▶ Providing IT and communication support
- ▶ Attending company events on occasion
- ▶ Issuing invoices using internal accounting software
- ▶ Car fleet management
- ▶ Other administrative tasks

Qualifications and Experience

- ▶ At least 2 years of experience in a similar position
- ▶ High school or bachelor's degree
- ▶ Excellent computer skills (Microsoft Word, Excel, Outlook and PowerPoint)
- ▶ Native-level Hungarian and fluent English is required
- ▶ Driving licence is a benefit
- ▶ Strong administrative diligence
- ▶ Appealing demeanour, positive approach

Our Offer

- ▶ Full-time position with the possibility of an immediate start
- ▶ Opportunity to work in a fast-growing, international renewable energy company
- ▶ Competitive remuneration, reflecting qualifications and experience
- ▶ Laptop and mobile phone with unlimited usage
- ▶ Extra medical package
- ▶ Regular team-building events, professional courses and training sessions and other exciting benefits

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

Working location:	Budapest
Employer:	Photon Energy Hungary
Type of employment:	Full-time
Length of contract:	Indefinite
Required education:	High school plus 2 years' experience
Languages:	Hungarian, English