

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

Working in the renewable energy arena for over 15 years, we continue to expand and are adding new business lines, markets and positions to our team.

We are a team of over 300 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](https://photonenergy.com).

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

## Sales Support Specialist

### Responsibilities

- ▶ Supporting sales managers in the acquisition of new customers and managing relationships with existing customers in the CEE region
- ▶ Presentation of Photon Energy Operations services in international markets
- ▶ Preparing business offers for operations and maintenance services for solar power plants in the Czech Republic, Slovakia, Hungary, Romania and Poland
- ▶ Updating and maintaining the cost calculation tool for the above countries
- ▶ Providing support throughout the entire sales process in the core markets, including archiving related documents
- ▶ Managing the client complaint process
- ▶ Conducting market research and identifying new market opportunities as well as developing pricing strategies
- ▶ Coordination of tenders for new subcontractors in the CEE region
- ▶ Processing of contracts for subcontractors
- ▶ Managing customer communication when introducing new services and expanding the provided service package
- ▶ Coordination of CRM activities

### Requirements

- ▶ Experience in sales, business, marketing roles or other related areas
- ▶ Fluent in Czech (C1), advanced level of English (B2)
- ▶ Experience in the renewable energy sector highly advantageous
- ▶ Excellent communication skills
- ▶ Strongly skilled in process documenting, tracking and business offer preparation and presentation

- ▶ Excellent motivational skills and ability to work well with a team but also able to work alone
- ▶ Proficiency in Excel, Word and PowerPoint
- ▶ Understanding of sales principles and customer service practices
- ▶ Strong organisational and time management skills

## **Our Offer**

- ▶ An interesting, challenging and meaningful job as part of an international team at a fast-growing global organisation
- ▶ Work in the promising sectors of renewable energy and clean water solutions
- ▶ Multisport card: discounted access to leisure and sport facilities in the Czech Republic
- ▶ Meal card with the contribution from employer
- ▶ Flexible working hours and occasional home office
- ▶ 5 weeks of vacation
- ▶ 3 sick days and 1 CSR day throughout the year
- ▶ Various team-building and corporate events
- ▶ Personal and professional development courses
- ▶ Modern offices in Karlín (10 minutes from Florenc metro station by foot) with a relaxation zone and indoor terrace
- ▶ Participation in an Employee Share Purchase Program after the first year of employment (company shares on your personal brokerage account as a bonus to your monthly salary)

If you are interested in the position and fulfil the above requirements, we would love to hear from you. Please send a CV along with a recent photograph to [careers@photonenergy.com](mailto:careers@photonenergy.com).

<b>Working location:</b>	Karolinská 661/4, 186 00 Prague 8 (Karlín)
<b>Type of employment:</b>	Full-time
<b>Length of contract:</b>	One-year employment contract with possibility of extension
<b>Required languages:</b>	Fluent Czech (C1), English (B2)