

Photon Energy Group delivers solar energy and clean water solutions worldwide. Working in the renewable energy arena for 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.

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

Executive Assistant to the New Energy Director

Job Description

The executive assistant will provide high-level one-on-one administrative and personal support to the New Energy director and serve as a liaison to senior management teams and other internal stakeholders, organise and coordinate external efforts, and participate in special projects.

The ideal candidate must be creative and enjoy working within an entrepreneurial environment, able to exercise good judgment in a variety of situations, possess strong organisational and communication skills (both written and verbal), and be able to maintain a realistic balance among **multiple priorities**.

This position represents a unique **opportunity to learn**, grow and participate in the inner workings of Photon Energy Group at all levels.

Key Responsibilities

- ▶ Provide organisational support to the New Energy director
- ▶ Represent the director in meetings if his direct involvement is not required
- ▶ Prepare correspondence, communications and other documents
- ▶ Create, maintain and organise files, documents and various reference materials
- ▶ Conduct research, collect and analyse data
- ▶ Create presentations and reports
- ▶ Arrange and coordinate meetings and events
- ▶ Manage and maintain schedules, appointments and travel arrangements
- ▶ Monitor, screen, respond to and distribute incoming communications
- ▶ Respond promptly to queries from managers and executives
- ▶ Act as point of contact for the director and liaise with internal stakeholders
- ▶ Interact with external contacts, clients and third parties
- ▶ Various ad-hoc duties

Qualifications and Experience

- ▶ Extremely detail-oriented with excellent organisational skills
- ▶ Ability to work independently, prioritise and multitask in a fast-paced team environment
- ▶ Strong written and verbal communication skills
- ▶ Strong MS Office skills (Excel, PowerPoint, etc.)
- ▶ 3+ years of experience as an executive assistant/personal assistant to a C-level executive or senior manager
- ▶ Commitment to discretion and confidentiality regarding sensitive information
- ▶ University degree
- ▶ Excellent English and Czech language skills
- ▶ Polish is an advantage
- ▶ Experience in a related field (energy, technology, renewables) is an advantage

Our Offer

- ▶ Full-time employment with the possibility of an immediate start
- ▶ An interesting job at a fast-growing global organisation in the promising field of renewable energy
- ▶ Remuneration according to experience and skills
- ▶ Personal and professional development courses
- ▶ Five weeks of paid holiday
- ▶ Three sick days and one CSR day
- ▶ Laptop and mobile phone
- ▶ MultiSport card: discounted access to leisure and sport facilities in the Czech Republic
- ▶ 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)
- ▶ Modern offices in Karlín (10 minutes from Florenc metro station on foot) with a relaxation area and indoor terrace

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

Working location:	Karolinská 661/4, 186 00 Prague 8 (Karlín, Amazon Court)
Type of employment:	Full-time
Length of contract:	Indefinite
Required education:	University degree

Required languages: Fluent Czech and strong level of English (min. B2)

Benefits: 5 weeks of holidays, 3 sick days, 1 CSR day, laptop, mobile phone, Edenred card, MultiSport plan – contribution to sport, cultural and leisure activities