

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:

Junior IT Support Specialist (Polish-speaking)

Job Description

The role is responsible for overall IT support in our Prague office as well as computer network, software and hardware administration. The ability to communicate in both English and Polish is required.

Key Responsibilities

- ▶ Dealing with initial setups, installations, configurations, maintenance, updates, software and hardware troubleshooting
- ▶ Managing software licenses
- ▶ Administration of users and their access permissions
- ▶ Administration of computer network and VPN
- ▶ Installation and maintenance of cable infrastructure
- ▶ The purchase and installation of consumable materials
- ▶ Handling administrative tasks
- ▶ Ad-hoc tasks

Qualifications and Experience

- ▶ Communicative knowledge of both English and Polish
- ▶ Czech language is beneficial but not required
- ▶ Knowledge of MS Office and MS Windows operating systems (desktop and server)
- ▶ Basic knowledge of the internet environment and TCP/IP protocol
- ▶ Experience in setting up and controlling peripherals
- ▶ General knowledge of current technologies, willingness to learn new technologies
- ▶ Independence, diligence, responsibility and the ability to work systematically

- ▶ Good communication and organisational skills, ability to work as part of a team
- ▶ Good manners, a positive attitude and willingness to work

Our Offer

- ▶ 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 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:	High School degree
Required languages:	Communicative Polish and English
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)