

**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 200 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.

**We are looking for an independent, skilled and structured colleague for our Prague office:**

## **ERP Procurement Manager**

The ERP procurement manager will be responsible for analysis and implementation in the development, implementation and support of procurement processes and for overseeing their IT application.

This position reports directly to the group's COO.

### **Main Responsibilities**

- ▶ Create and implement procurement policies and regulations in ERP
- ▶ Analyse user information system needs across the company
- ▶ Document the ERP system functionality and requirements
- ▶ Oversee the set-up of internal supply chain processes in specific areas
- ▶ Support existing Oracle functionality for business units through involvement in the development process for new business initiatives
- ▶ Revise functional requirements with business units and develop technical specifications as required
- ▶ Handle administrative and ad-hoc tasks

### **Key Requirements**

- ▶ Fluent knowledge of English; knowledge of Czech is beneficial, but not a must
- ▶ Master's degree is beneficial
- ▶ Minimum 5 years in a similar role, ideally from FMCG, manufacturing, engineering and/or construction
- ▶ Experience with large volume procurement, inventory and warehousing processes
- ▶ Excellent knowledge of MS Excel and reporting tools (Power BI, Cognos)
- ▶ Ability to multitask
- ▶ A proactive approach to software, maintenance, security, and applications
- ▶ Ability to create effective support documentation
- ▶ General knowledge of current technologies, willingness to learn new technologies

- ▶ Independence, diligence, responsibility, systematicity
- ▶ Communication skills, organizational skills, ability to work in a team

## Our Offer

- ▶ An interesting, challenging, and meaningful job as part of an international team at a fast-growing global organisation
- ▶ Work in the promising and growing 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
- ▶ Various team-building and corporate events
- ▶ Personal and professional development courses
- ▶ Opportunity to learn and grow professionally, significantly broadening the skill set in IT
- ▶ 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 a CV in English or Czech along 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>	Master's degree is beneficial
<b>Required languages:</b>	English, Czech is beneficial
<b>Benefits:</b>	5 weeks of holidays, laptop, mobile phone, MultiSport card, meal card, company shares, language courses and other interesting benefits,