

Photon Energy Group is a group of companies with a shared mission: making clean energy, clean water and clean environments accessible to everyone.

**Photon Energy** and **Lerta** provide comprehensive renewable energy solutions, including solar power and energy flexibility. **Photon Water** offers water treatment and management solutions, and our remediation technology removes contaminants from water and soil.

A publicly traded company operating in over 15 countries across two continents, we combine a global outlook with localised expertise.

Since our founding in 2008, we've expanded to a team of more than 400 employees around the world. And we're committed to fostering a culture of shared values and sense of purpose as we continue to grow.

For more information, please visit [photonenergy.com](http://photonenergy.com).

## Back Office Specialist

### Key Responsibilities

- ▶ Creating and delivering photovoltaic farm preventive maintenance reports to clients as scheduled
- ▶ Drafting audit reports and handover protocols using applicable templates, and delivering them to clients
- ▶ Timely generation and delivery of photovoltaic farm energy production reports and analysis to clients
- ▶ Documentation of service interventions
- ▶ Ensuring correctness, updating CIs and working with technical documentation
- ▶ Ensuring the correct and timely circulation of documentation
- ▶ Maintaining contact with investors, authorities and institutions
- ▶ Cooperation with the Office Manager and technicians

### Qualifications and Experience

- ▶ Higher technical education. A degree in Power Engineering, Environmental Engineering, Construction is advantage.
- ▶ Minimum one year of professional experience in a back office, administration or related department
- ▶ Basic knowledge of Microsoft Excel (if, sum functions)
- ▶ Basic knowledge of technical design and drawing
- ▶ Basic knowledge of selected stages of a RES project, including grid connection conditions
- ▶ Excellent organisation of work and ability to work in a team
- ▶ Fluency in Polish
- ▶ Communicative, intermediate English (B2)

### Advantageous

- ▶ Experience in the renewable energy sector

**Our offer:**

- ▶ An interesting job at a fast-growing global organisation in the promising fields of renewable energy, environmental remediation and clean water technology
- ▶ Company culture built on trust and diversity
- ▶ Remuneration reflective of individual experience and skills
- ▶ Teambuilding and corporate events
- ▶ Support for ongoing professional growth through tailored training sessions, courses, and more
- ▶ Medicovert SPORT allowance
- ▶ Medical package allowance and Meal Card
- ▶ 1 CSR day (a working day dedicated to a non-profit organisation aligned with the Group's mission and values) activities
- ▶ Laptop, mobile phone
- ▶ Full-time employment contract

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| <b>Place of work:</b>      | Poland, Łódź aleja Marszałka Józefa Piłsudskiego 85 st. |
| <b>Type of employment:</b> | Full-time employment contract                           |
| <b>Length of contract:</b> | Permanent   |
| <b>Required languages:</b> | Polish Fluency, English (B2)                            |