

PHOTON ENERGY GROUP

Photon Energy is an international group of companies within the photovoltaic industry, headquartered in the Netherlands. We are active across the globe and have a proven track record of developing PV projects, building and commissioning solar power plants. Our O&M division provides operations and maintenance services to hundreds of MWp of solar power plants worldwide. Photon Energy also manages its own proprietary portfolio of 26 MWp of power plant in three countries across two continents.

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

Sales Assistant

Key Responsibilities

- ▣ Administrative support
- ▣ Preparation of invoices, proposals and purchase orders
- ▣ Working with a company software
- ▣ Communication with suppliers
- ▣ Completion of documents sent to the customers

We require

- ▣ University student with focus on trade/economics
- ▣ Advanced English is mandatory, German or French would be a plus
- ▣ Good organizational and communication skills
- ▣ Ability to work in a team

We offer

- ▣ Possibility to work 20 hrs/week
- ▣ Opportunity to work in a dynamic and international work environment in a young team
- ▣ Remuneration based upon the experience

If you are interested in the position and fulfil the above requirements, please apply to careers@photonenergy.com

Working location: Uruguayská 380/17, Praha - Vinohrady

Type of employment: Part time position

Type of employment: Agreement on working activities (DPČ)

Required education: Secondary school

Required languages: English, Czech