

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 provides comprehensive solutions that support the generation of clean energy and the integration of renewables into the electrical grid. **Photon Water** offers water treatment and management solutions, and **Photon Remediation** deploys advanced technology to remove contamination from all environments.

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.

Office Manager

We are seeking a communicative, highly organized and proactive Office Manager to ensure smooth and efficient running of our daily office operations. As the first point of contact for colleagues and visitors, you will help create a welcoming and well-organized environment.

Key Responsibilities

- ▶ Manage office supplies and equipment – track stocks, place orders and ensure availability of supplies
- ▶ Arrange and maintain office spaces: order refreshment, coordinate with service providers
- ▶ Ensure a clean, safe, and well-organized work environment
- ▶ Run our reception desk, welcome and take care of our guests
- ▶ Arrange business trips and handle related settlements
- ▶ Support our global HR team in Prague – prepare HR related documentation, track medical checks, assist with onboarding of new employees
- ▶ Provide administrative support to other teams – IT, Facility, Legal with documentation, coordination and equipment handover
- ▶ Assist company management with document preparation, meeting minutes, and communication with external authorities.
- ▶ Archive documents in line with corporate standards

Qualifications and Experience

- ▶ Strong communication skills both in **English and Romanian** language – daily contact with colleagues from Prague and other locations.

- ▶ Proactive, problem-solving mindset with strong organizational skills
- ▶ Ability to prioritize and handle multiple tasks effectively
- ▶ Attention to detail
- ▶ Previous experience as an Office Manager, Receptionist or Administrative assistant
- ▶ Willingness to work **onsite** at our office on **Str. Jiului 8, Budapes – District I.**

Our Offer

- ▶ An interesting job at a fast-growing global organisation in the promising field of renewable energy and clean water
- ▶ Remuneration reflective of individual experience and skills
- ▶ Indefinite full-time employment contract
- ▶ Flexible working hours and occasional home office upon manager's approval
- ▶ Team-building and corporate events
- ▶ Support for ongoing professional development through tailored training, courses, and more
- ▶ 21 days of vacation
- ▶ 1 CSR Day to donate a working day to a non-profit organisation aligned with the Group's mission and values.
- ▶ Meal allowance (Edenred card)
- ▶ Medical package allowance (Regina Maria)
- ▶ Laptop and mobile phone

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

Working location:	Bucharest, Romania
Type of employment:	Employee
Type of contract:	Full-time
Length of contract:	Indefinite
Required languages:	Romanian (fluent), English (B2+)