

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.

Back Office Team Leader

Our Back Office team provides essential support to our Energy Origination & Trading and Energy Sales departments, ensuring smooth and efficient processes as well as high-level customer service.

Being a vital link between our clients and internal teams, you will assume responsibility for client communication, generating detailed reports for the management, liaising with local energy authorities and regulators while following current trends and legislation in the energy sector.

Join us and help drive our success in the fast-paced world of energy flexibility.

Key Responsibilities

- ▶ Planning and managing tasks within the Back Office team consisting of two Specialists
- ▶ Providing high-quality customer service and support
- ▶ Offering sales support and maintaining excellent customer communication
- ▶ Supervising the verification process for document completeness and correctness
- ▶ Overseeing the preparation of reports and documents for internal and external use
- ▶ Ensuring accuracy, timeliness, and compliance with relevant guidelines and standards
- ▶ Managing the maintenance and archiving of documentation
- ▶ Ensuring effective cooperation and support within the energy trading team and the entire organisation
- ▶ Coordinating with internal and external clients, including DSOs (days sales outstandings)
- ▶ Overseeing billing, invoicing, and payroll processes for managed departments

Qualifications and Experience

- ▶ A minimum of three years of experience in a Back Office or Sales Support position, preferably in the renewable energy or energy utility market
- ▶ Previous experience leading a small-to-medium-sized team
- ▶ Fluent Hungarian and a strong command of English
- ▶ Good knowledge of MS Office, especially MS Excel (including IF functions, pivot tables, and vertical searches) and experience in using an internal system
- ▶ Good understanding of the Hungarian energy market and the ability to efficiently resolve industry-specific issues, such as invoicing delays
- ▶ Ability to provide high-quality customer service
- ▶ Excellent organisational and teamwork skills
- ▶ Responsibility, self-reliance and punctuality

Our Offer

- ▶ An interesting job at a fast-growing global organisation in the promising field of renewable energy and environmental services
- ▶ Indefinite, full-time employment contract
- ▶ The possibility of an immediate start
- ▶ A company culture built on trust and diversity
- ▶ Flexible working hours and occasional home office upon manager's approval
- ▶ Regular team-building and corporate events
- ▶ Opportunity to take part in workshops and courses to support personal and professional development
- ▶ One CSR day per year to dedicate a working day to a non-profit organization aligned with the Group's mission and values
- ▶ Meal allowance (SZÉP card)
- ▶ Medical package (PrivateMed Next health insurance)
- ▶ Laptop and mobile phone (corporate package for unlimited calls and sms + data with the possibility of transferring your own phone number)

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:	Budapest, Hungary
Type of employment:	Employee
Type of contract:	Full-time
Required education:	High School
Required languages:	Hungarian (fluent), English (communicative)