

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.

Sales Support Specialist

We are looking for a motivated and detail-oriented **Sales Support Specialist** to join our dynamic team.

This is a fantastic opportunity for junior candidates eager to kickstart their career and grow in the renewable energy sector. The role will be primarily focused on **administrative tasks (80 %)**, with **client contact (20 %)**, offering a well-rounded experience in sales support. If you are ready to take on new challenges, we'd love to hear from you.

Key Responsibilities

- ▶ Preparing **reports and documents** for internal departments, external contractors, and institutions
- ▶ Verifying that documents provided by customers are **complete and correct**
- ▶ Providing day-to-day **support to Sales, Trading**, and other departments
- ▶ Conducting **training sessions** for clients and business partners
- ▶ Performing **Power Reduction Tests Control** (DSR)
- ▶ Maintaining both **analogue and digital archives** of NDA agreements and other documentation related to partners, agents, and entities in the field of sales services
- ▶ Maintaining **ongoing contact** with customers via phone and email
- ▶ Updating and ensuring accuracy of **databases** based on services sold
- ▶ Creating regular **reports** on the activities you've performed

Qualifications and Experience

- ▶ Bachelor's degree or higher in a related field
- ▶ We're open to hiring a recent graduate or someone with 1-2 years of experience in an administrative or sales support position
- ▶ Fluency in Polish and English at a communicative level
- ▶ Proficiency in MS Office, especially Excel
- ▶ Experience in using a CRM is a big advantage
- ▶ Exceptional communication skills with the ability to assert yourself professionally
- ▶ Strong problem-solving abilities and a keen eye for detail
- ▶ A proactive team player with a focus on collaboration

Our Offer

- ▶ An interesting job at a fast-growing global organisation in the promising fields of renewable energy, environmental remediation and clean water technology
- ▶ Full-time employment contract for an indefinite period with the possibility of an immediate start
- ▶ Flexible working hours (Mo – Fr) and occasional home office with manager's approval
- ▶ 20 / 26 days of vacation (based on age), 1 CSR day (a working day dedicated to a non-profit organisation aligned with the Group's mission and values)
- ▶ Support for ongoing professional growth through tailored training sessions, courses, and more
- ▶ Medcover SPORT allowance (30 PLN, rest is paid by employee based on chosen package)
- ▶ Medical package allowance and Meal allowance (Edenred card, 300 PLN / month)
- ▶ Teambuilding and corporate events
- ▶ Working tools: laptop, 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:	Poznan, Poland
Type of employment:	Employee
Type of contract:	Full time
Length of contract:	Indefinite with trial period of 3 months



Required languages: Polish (fluent) and English (B2+)