

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 350 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.

Recruiter with Fluent Czech & English

Are you passionate about finding the right talent and making a difference in a dynamic, global environment? We are looking for a skilled **Recruiter** to join our Recruitment team and drive our hiring processes to new heights.

Key Responsibilities

- ▶ Full-cycle recruitment management across our departments and countries – Czech Republic, Poland, Romania and Hungary
- ▶ Close collaboration with hiring managers to determine position requirements
- ▶ Position promotion through different channels – our webpage, job portals
- ▶ Proactively identifying, sourcing and contacting candidates from various sources – internal and external
- ▶ Initial pre-screening of potential candidates
- ▶ Conducting personal and/or online candidate interviews
- ▶ Supporting candidates during the entire recruitment processes
- ▶ Preparing job offers and successfully closing recruitment processes
- ▶ Providing hiring data analytics and identifying opportunities for improvements
- ▶ Participating in hiring managers' trainings and recruitment-related updates
- ▶ Providing operational HR support to employees and the HR department regarding recruitment activities
- ▶ Driving initiatives to support employer branding and HR marketing
- ▶ Participating in other HR projects upon availability

Qualifications and Experience

- ▶ Minimum 1 year of experience in a recruitment/HR role, in a recruitment agency or in-house team
- ▶ Fluent English (internal company language and communication with candidates) and fluent Czech
- ▶ Other languages such as Polish or Hungarian or Romanian are a great advantage
- ▶ Good listener, good communicator, systematic, stress resilient, highly organised and responsible
- ▶ MS Office, LinkedIn plus and/or other job platforms/databases, ATS – advanced level

Our Offer

- ▶ Work in a fast-growing, international public company operating in the field of renewable energy
- ▶ Stable and dynamically growing industry globally
- ▶ Possibility of an immediate start and employment contract on indefinite period
- ▶ 5 weeks of paid holiday
- ▶ 3 sick days and 1 CSR day for for voluntary and socially important activities
- ▶ Language courses and professional development training
- ▶ Meal contribution from employer
- ▶ Teambuilding and corporate events
- ▶ Flexible working hours and occasional home office
- ▶ Participation in an Employee Share Purchase Program after the first year of employment (company shares to a personal brokerage account as a bonus to your monthly salary)

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:	Prague, Czech Republic
Type of employment:	Employee
Type of contract:	Full time
Length of contract:	Indefinite with trial period of 3 months
Required languages:	English (fluent), Czech (fluent)