

OPPORTUNITY  
OPPORTUNITÉ  
OPORTUNIDADE



## HUMAN RESOURCES

### **SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### Legal Assistant – CDI

Our Legal department is looking for a Legal Assistant. Reporting to the Legal Director and working closely with the Group Paralegal, he/she will have the following responsibilities:

#### Essential duties and responsibilities of this position include:

##### 1. Corporate Legal Secretary work for the Group's subsidiaries:

- Archiving legal documents (by-laws, General Meetings ...) and financial accounts of the companies: Scan-inform-classify on the network.
- Assistance with the drafting of legal documents: by-laws, powers of attorney, deposits various declarations and registration of the acts. (registration at the public finance center: very punctual)
- Participation in the updating and maintaining of the legal tool of companies' life management and the delegations of powers and signature (DiliTrust)

##### 2. Legal support to tender operations: (International Development department):

- Legalization of documents, verification of the documentary requirements of the calls for tenders, management of translations, signatures, obtaining of notarial certifications and apostilles.

##### 3. Contribution to the creation and migration of the "legal" database (Vivaldi project):

Support for structuring the database (migration and archiving of documents)

# voltalia

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At Voltalia we are passionate about **renewable energies!** We are an electricity producer from wind, solar, hydro and biomass, and also a service provider to 3<sup>rd</sup> party clients such as **Development, EPC, O&M and Distribution.**

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Announcement Date: 05-12-2018

**REFERENCE**  
RECRUT/HRBP/FR

**COMPANY**  
Voltalia

**BUSINESS LINE**  
Strategy & Organization

**DEPARTMENT**  
Legal

**JOB TITLE**  
Legal Assistant

**LOCATION**  
Paris, France

**STARTING DATE**  
ASAP

4. Global support to the Group's legal team:

- Relays to signatories / corporate officers based in the head office.

The ideal candidate will have/ be:

5 years of experience in a similar position, preferably in international companies;

Excellent command of pack office (Word, Excel and Power Point) and legal softwares;

Fluency in French and English is mandatory. Portugues would be a plus;

Excellent verbal and written French and English

Ability to meet deadlines and remain calm under pressure

Flexibility and ability to change;

Good interpersonal relationship skills;

Discretion and loyalty, special sensitivity to confidentiality and ethics;

Strong ability in written and oral communication, diplomacy;

Rigor, sense of organization, autonomy and method in daily work;

Team spirit, sense of service;

Thank you for sending your application (CV + LM) by mail:

[voltaliarecruits.fr@voltaia.com](mailto:voltaliarecruits.fr@voltaia.com) quoting the reference

HR Group team