

OPPORTUNITY

OPPORTUNITÉ

OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Business Travel Coordinator (M/F)

Our **Finance & Administration Department** is looking for a **Business Travel Coordinator** for its **Operations**, will have the following responsibilities:

- Plan, develop and implement corporate travel practices within Voltalia Group;
- Implement European IT tool, based on standard platform to have travel approval and booking;
- Track, manage and influence the overall travel policy;
- Handle and/or oversee travel arrangements (air, lodgings, etc.) and operations;
- Manage trustworthy relationships with travel agencies and vendors;
- Negotiate contracts or rates with travel service providers;
- Provide advice on travel documents, insurance policies, import/export regulations etc.;
- Handle necessary payments through the selected payment platforms;
- Ensure compliance in all aspects of travel procedures;
- Drive continuous improvement of travel programs;
- Ensure compliance with different relevant travel policies and procedures;
- Suggest improvement and innovation in travel programs;
- Follow-up and Report Travel costs in a monthly basis;
- Manage Group Travel Budget;
- Coordinate all travel assistants worldwide;
- Through local organization, manage Visa's requests.

• SOLAR • WIND • HYDRO • BIOMASS •

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 3rd party clients such as **Development, EPC, O&M and Distribution.**

Today we are in **18 countries, split among 4 continents**, and offering a **global operating capacity** to our clients. We are listed on the regulated Euronext market in Paris since July 2014.

Announcement Date: 29-11-2018

REFERENCE
42.2018

COMPANY
Voltalia

DEPARTMENT
Finance & Administration

JOB TITLE
Business Travel Coordinator

LOCATION
Porto, Portugal

STARTING DATE
January 2018

QUALIFICATIONS:

The ideal candidate will have/ be:

- Knowledge of international travel regulations, customs and currencies;
- Knowledge of the Travel Repatriation Agency markets;
- Proven experience in travel & expenses reporting and processing;
- Working knowledge of MS Office and Corporate Travel Management (CTM) solutions;
- Training in travel and tourism is a plus;
- English proficiency;
- French is a plus;
- Experience of leading and driving frequent change in a dynamic fast-moving environment;
- Strong travel industry knowledge and relationships;
- Strong travel industry systems knowledge.

Key Skills:

- Excellent communication (oral and written) and negotiation skills;
- Well-organized and reliable;
- An analytical mind with strong business acumen;
- Customer-oriented approach;
- Good time-management skills;
- Ability to multi-task;
- Critical-thinker and problem-solver.

Your application will be reviewed by Daniela Mendes.

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltaia.com, with the subject "42.2018 – Business Travel Coordinator".