

OPPORTUNITY  
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OPORTUNIDADE



## HUMAN RESOURCES

**SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### Project Scheduler (M/F)

Our **PMO Department** is looking for a **Project Scheduler** for its **Operations**, to be responsible for the scheduling process of project activities. Reporting to PMO Manager, will have the following responsibilities:

- Work closely with Project Managers to develop and maintain detailed resource loaded schedules of projects;
- Develop and maintain summary level schedule reports, milestone charts and other project management tools;
- Support the construction teams in the planning, tracking, analysis and reporting of projects including dashboard maintenance;
- Develop schedule version control processes, policies and procedures and ensure that they are followed on product development schedules;
- Work in collaboration with construction team to drive consistency of the project scheduling approach to facilitate accuracy in a project execution and reporting;
- Identify major milestones, decision points, project life-cycle and other project events;
- Troubleshoot and monitor potential scheduling problems;
- Assist in defining and implementing schedule software management processes and procedures regarding scheduling conflicts/ changes;
- Maintain accurate records/ paperwork;
- Facilitate and participate in weekly schedule reviews.

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.**

Today we are in **17 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: 21-05-2018

**REFERENCE**  
20.2018

**COMPANY**  
Voltalia

**DEPARTMENT**  
PMO

**JOB TITLE**  
Project Scheduler

**LOCATION**  
Oliveira de Frades, Portugal  
Porto, Portugal

**STARTING DATE**  
June, 2018

## QUALIFICATIONS:

The ideal candidate will have/ be:

- Degree in Engineering or other relevant major;
- Extremely proficient in MS Project, Excel and Office;
- At least 5 years of experience managing a schedule for construction projects involving electrical and civil development and multiple sub-components (preferred);
- PMP, PMI-SP or CAPM Certification (preferred);
- Experience with Earned Value methodologies (preferred);
- Experience in managing highly technical construction projects (preferred);
- English proficiency (mandatory).

## Key Skills:

- Ability to work well under pressure;
- Sense of responsibility;
- Autonomous and Rigorous;
- Team player;
- Priority management and respect of deadline.

If you are interested in this career opportunity, please send us your CV to [voltaliarecruits@voltage.com](mailto:voltaliarecruits@voltage.com), with the subject "20.2018 – Project Scheduler".