

OPPORTUNITY

OPPORTUNITÉ

OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Quality Global Assistant (M/F)

Our **Construction Business Line** is looking for a **Quality Global Assistant** who will be in charge of the following:

- Ensure the alignment of the processes with the needs of the company;
- Ensure the effectiveness of the QMS, managing the QMS, reviewing and / or updating it whenever necessary;
- Support the implementation and awareness of the QMS in the organization;
- Support local teams in internal audits at projects and services;
- Support the development and implementation of initiatives, improvements and alignment programs, managing change within the organization;
- Support the development and implement new processes in the organization;
- Develop all the technical documentation on the Quality area;
- Support local team with the internal and external auditing processes;
- Manage the QMS indicators tools;
- Responsible for the quality planning supervision.

• SOLAR • WIND • HYDRO • BIOMASS •

At Voltaia 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 **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: 23-07-2018

REFERENCE
31.2018

COMPANY
Voltaia

BUSINESS LINE
Construction

JOB TITLE
Quality Global Assistant

LOCATION
Porto, Portugal

STARTING DATE
August, 2018

QUALIFICATIONS:

The ideal candidate will have/ be:

- University Degree (Engineer preferential);
- At least 2 years of experience in similar functions;
- Training in Quality Management Systems;
- Knowledge and experience in the standards, namely ISO 9001;
- English proficiency;
- Availability for international travels.

Key Skills:

- Good interpersonal relationships skills;
- Ensure good emotional control;
- Creative and initiative spirit;
- Critical capacity for continuous improvement;
- Ability to organize and plan, good practical and logical reasoning.

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 "31.2018 – Quality Global Assistant".