

OPPORTUNITY
OPPORTUNITÉ
OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Travel Assistant (M/F)

Our **Finance & Administration Department** is looking for a **Travel Assistant**, who will have the following responsibilities:

- Be responsible for plan travel accommodations and itineraries, including research and preparation of transport, parking, car, rent, transfers, visas, etc.;
- Assist all travel issues;
- Evaluate travel services;
- Be responsible for process travel documents and for the delivery of all necessary documentation;
- Ensure the travel documentation registration and file;
- Be responsible for process invoices and payments;
- Be responsible for passengers' check-in;
- Work according the Group travel policies and budget.

voltalia

• 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: 15-05-2019

REFERENCE
11.2019

COMPANY
Voltalia

DEPARTMENT
Finance & Administration

JOB TITLE
Travel Assistant

LOCATION
Porto, Portugal

STARTING DATE
July 2019

QUALIFICATIONS:

The ideal candidate will have/ be:

- At least, 12 years of education;
- Experience in similar functions (preferable);
- Knowledge of travel regulations, customs and currencies;
- Knowledge of Travel Repatriation Agency markets;
- Good knowledge of MS Office;
- English proficiency;
- French and Spanish knowledge (preferable).

Key Skills:

- Organization;
- Availability and sense of responsibility;
- Strong attention to detail;
- Ability to adapt to different environments and situations;
- Resilience and proactivity;
- Ability to manage stress and to work under pressure;
- Good team work skills.

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 "11.2019 – Travel Assistant".