

OPPORTUNITY

OPPORTUNITÉ

OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

SOURCING SPECIALIST FOR O&M (M/F)

Our **Procurement Department** is looking for a **Sourcing Specialist for Operation & Maintenance (O&M)**, who will have the following responsibilities:

- Handle requests for information, quotations, proposals and bidding processes;
- Negotiate with suppliers to meet quality, delivery and cost objectives;
- Work with Bidding and Operations Departments to guarantee supply for new services, equipment or others inside O&M scope of activity;
- Identify opportunities and implement actions to achieve efficiencies.
- Establish auctions/tender processes on the most valuable services/equipment's for O&M;
- Plan and coordinate of all shipments from origin to destination;
- Implement plans to assure orders meet specified quality and delivery times and to minimize the total cost of purchases, budget, negotiation and cost control.
- Analyse, understand and anticipate project needs;
- Documents performance to action plans and timelines for assigned sourcing projects;
- Establish supplier base in conformance with guidance from Head of Bidding;
- Evaluate current and potential suppliers;
- Invoicing reconciliation (vendor invoices).

• 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 **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: 20-08-2020

REFERENCE
31.2020

COMPANY
Voltaia

DEPARTMENT
Procurement

JOB TITLE
Sourcing Specialist for O&M

LOCATION
Porto, Portugal
Oliveira de Frades, Portugal

STARTING DATE
October 2020

QUALIFICATIONS:

The ideal candidate will have/ be:

- Degree in fields of Supply Chain, Engineering or Management;
- At least 3 years of experience in Procurement, Sourcing and Logistics (preferably in the energy sector);
- Used to work with international, multi-cultural teams, in multiple times zones;
- Knowledge in implementing Strategic Sourcing Methodologies;
- Energy sector Knowledge;
- Excellent MS Office domain;
- Fluent in English and Portuguese;
- French would be a plus.

Key Skills:

- Ability to prosper in an environment of fast growth and change;
- Ability to think and work under pressure;
- Ability to communicate with colleagues, suppliers and clients;
- Ability to handle multiple tasks, set priorities and negotiate successful solutions;
- Strong attention to detail;
- Flexible, energetic and confident person;
- Ability to analyse data from a variety of sources;
- Proactivity and Accuracy;
- Highly motivated.

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltalia.com, with the subject "31.2020 – Sourcing Specialist for O&M".