

OPPORTUNITY
OPPORTUNITÉ
OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Recruitment & Development Trainee (M/F)

Our **Human Resources Department**, within the Strategy & Organization Business Line, is looking for a **Recruitment & Development Trainee**, who will have the following responsibilities:

- Support the whole processes of recruitment and selection for Portugal HQ and Spain, including:
 - Job announcement on internal and external tools/ platforms;
 - Curricula screening and interviews schedule and conduction;
 - Job fair representation, following Voltalia's employer brand strategy;
 - Close relationship with Recruitment requestors to increase the effectiveness on the process.
- Support the on-boarding programs for newcomers;
- Support the company's training plan;
- Support the monitoring and evaluation of training programs to enhance training effectiveness;
- Support other HR projects and tasks, depending on specific needs;
- Support the Department's administrative daily tasks.

• 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: 02-08-2019

REFERENCE
26.2019

COMPANY
Voltalia

DEPARTMENT
Human Resources

JOB TITLE
Recruitment & Development Trainee

LOCATION
Oliveira de Frades, Portugal

STARTING DATE
October 2019

QUALIFICATIONS:

The ideal candidate will have/ be:

- Master's degree or Degree in Human Resources Management or Organizational Psychology;
- MS Office, software domain;
- English fluency is mandatory.

Key Skills:

- Good communication skills;
- Organization;
- Availability and sense of responsibility;
- Good interpersonal relationship skills;
- Resilience ability and proactivity;
- Good team work skills.

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltalia.com, with the subject "26.2019 – Recruitment & Development Trainee".