

OPPORTUNITY  
OPPORTUNITÉ  
OPORTUNIDADE



## HUMAN RESOURCES

### **SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### Contract Manager (F/M)

Our EPC department is looking for a contract manager based in Paris. Reporting to the Head of Contract Management, the contract manager is involved on a portfolio of projects across all energies and geographies for which he/she supports the project team on contractual and legal aspects. He/she is responsible of the project's good execution for contractual matters: EPC contract with client, purchase orders with suppliers, engineering contracts, consortium agreement, MOU, NDA, etc...

#### Essential duties and responsibilities of this position include:

##### 1. EPC Contracts negotiation

- Drafting of the contract and addendums, continuous improvement of the group standards
- Support during contracts negotiation
- Identification and optimization of commercial leverage

##### 3. Project execution follow-up:

- support to the contractual mails redaction
- risk management
- Addendum/change orders management
- Management of the project contractual documentation

##### 4. Tools and methods, in coordination with the PMO department:

- Implementation and follow-up of the contractual procedures on the project management field
- Implementation and follow-up of Key Performance Indicators (KPI) to monitor projects performances

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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 3<sup>rd</sup> 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.

Do you have the energy we need ?

REFERENCE  
RECRUT/CONTMG/CA/FR

COMPANY  
Voltaia

BUSINESS LINE  
EPC

JOB TITLE  
Contract Manager

LOCATION  
Paris, France

STARTING DATE  
ASAP

- Information to the project team about the main risks
- Follow-up of the proper implementation of the internal rules and of the different applicable laws

**Qualifications:**

- Graduate from an engineering school or a law school (trade/commercial law)
- Knowledge of the construction civil code is a strong plus
- Minimum 5 years of experience as a contract manager monitoring key contracts, equipment purchases, engineering contracts
- Experience on construction sites
- Good knowledge of the energy sector
- International experience, ideally in the renewable energy sector
- Fluency in French & English language required. Portuguese in a plus.

**Personal skills:**

- Curious
- Rigorous
- Autonomous but good team player
- Project management skills
- Strong communication and negotiation skills
- Ability to solve conflicts and problems

Thank you for sending your application (CV + LM) by mail to:

[voltaliarecruits.fr@voltaia.com](mailto:voltaliarecruits.fr@voltaia.com) quoting the reference.

HR Group team