

OPPORTUNITY

OPPORTUNITÉ

OPORTUNIDADE



## HUMAN RESOURCES

**SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### Project Assistant (M/F)

Our **EPC Business Line** is looking for a **Project Assistant**, who will have the following responsibilities:

- Interface between the team and the central accounting department, especially for topics related to the ERP system of the group;
- Order administration in the ERP system;
- Support for the process of recording orders and invoices and archiving;
- Verification of compliance with commitment validation procedures and payments;
- Interface with suppliers for administrative matters;
- Management, update of internal procedures and documentation;
- Planning and reporting of team meetings;
- Management of certain purchases for projects or overhead;
- Supervision and management of services provided by suppliers and subcontractors in support of project teams;
- Participation in the development, writing and implementation of new procedures for the activity of the team;
- Change support, cohesion of the team and the interface with other group entities and BL;
- Support to members of the construction team for their various project management needs.

• 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 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.

Announcement Date: 04-10-2019

**REFERENCE**  
37.2019

**COMPANY**  
Voltaia

**BUSINESS LINE**  
EPC

**JOB TITLE**  
Project Assistant

**LOCATION**  
Oporto, Portugal

**STARTING DATE**  
December 2019

## QUALIFICATIONS:

The ideal candidate will have/ be:

- At least 7 years of experience in a position in administrative assistance or project management assistance;
- Operational English (French would be a plus);
- Knowledge of ERP software;
- MS Office domain.

## Key Skills:

- Organization, rigor and sense of detail;
- Flexibility, versatility and adaptability;
- Team spirit and cohesion engine;
- Able to create and maintain good relationships with others;
- Positivism, drive dynamism and motivation;
- Autonomy and proactivity;
- Anticipation of needs;
- Excellent relationship and communication especially by phone.

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](mailto:voltaliarecruits@voltaia.com), with the subject "37.2019 – Project Assistant".