

OPPORTUNITY
OPPORTUNITÉ
OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Receptionist (M/F)

Our **Finance & Administration Business Line** is looking for a **Receptionist**, who will have the following responsibilities:

- National and international telephone attendance;
- Personal attendance to visits (clients, suppliers);
- Maintenance of own reception, keeping it always clean and organized;
- E-mails reception and processing;
- Daily record of external visits;
- Daily record of the received telephone calls;
- Registration and verification of employees' expenses;
- Registration and request of access cards to facilities (for visits);
- Correspondence send and receive;
- Support to company employees;
- Support to Administration;
- Contact with suppliers when needed.

QUALIFICATIONS:

The ideal candidate will have/ be:

- At least, 12 years of education;
- Experience in similar functions (preferable);
- Good knowledge of MS Office;
- English domain;
- French and Spanish knowledge (preferable).

• 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: 25-03-2019

REFERENCE
08.2019

COMPANY
Voltalia

DEPARTMENT
Finance

JOB TITLE
Receptionist

LOCATION
Porto, Portugal

STARTING DATE
May 2019



Key Skills:

- Good presentation;
- Organizational skills;
- Availability and sense of responsibility;
- Ability to adapt to different environments and situations;
- Resilience and proactivity.

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 "08.2019 – Receptionist".