



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Contract Manager (M/F)

Our **Construction Department** is looking for a **Contract Manager**, who will have the following responsibilities:

- **EPC and Subcontracts Negotiation:**
 - Support for reviewing the EPC Contract for PV Solar Plant (English and Portuguese Law);
 - Negotiation of the subcontract with the sub-suppliers;
 - Improve internal contract templates with Return of Experience;
 - Prepare the summary of the contract;
 - Support during contract negotiation.

- **Project Execution Follow-Up:**
 - Contractual correspondence during project execution;
 - Risk management;
 - Addendum/ change orders management;
 - Management of the project contractual documentation;
 - Claims.

- **Tools and Methods:**
 - Implementation and follow-up of the contractual procedures on the project management field;
 - Implementation and follow-up of KPI to monitor project contractual performances;
 - 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.

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: 22-01-2019

REFERENCE
01.2019

COMPANY
Voltaia

DEPARTMENT
Construction

JOB TITLE
Contract Manager

LOCATION
Porto, Portugal

STARTING DATE
March 2019

QUALIFICATIONS:

The ideal candidate will have/ be:

- Licentiate degree in Engineering (legal background is also accepted);
- Legal and/ or contract management training in the area of implementation of international industrial projects;
- At least 5 years of experience as a Contract Manager;
- Good knowledge of the energy sector;
- Knowledge of principles of construction contracts and conducting industrial projects;
- Financial knowledge (P&L of a contract, income statement, billing and payment);
- English proficiency;
- French or other language is a plus.

Key Skills:

- Negotiation and conflict resolution;
- Good communication skills;
- Resilient under stressful conditions and adverse environment;
- Team player;
- Creative problem solving for critical projects/ on site crisis situations;
- Autonomy;
- Assertiveness.

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltaia.com, with the subject "01.2019 – Contract Manager".