



SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

PROJECT MANAGER ASSISTANT – TRAINEE (M/F)

Our **Construction Business Line** is looking for a **Project Manager Assistant (Trainee)** who will have the following responsibilities:

- Weekly and monthly follow up of the project activities;
- Development of reports (internal and external) related with the development of projects activities;
- Ensure the reporting milestones;
- Interface with the HSE, PMO, Construction, Procurement and with office and construction teams.
- Monthly site visits in order to follow up activities.

QUALIFICATIONS:

The ideal candidate will have/ be:

- Master's degree in engineering or equivalent in the civil, electric or energy areas;
- Knowledge of photovoltaic systems and projects (preferred);
- Project management capacity;
- Construction environment interest would be a plus;
- Consolidated knowledge in MS Excel and MS Word;
- Knowledge in planning software is a plus (Project, Primavera, etc.);
- Fluent in English (French is a plus);
- Knowledge of HSE & Quality Management (preferred).

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 **20 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: 30-06-2020

REFERENCE
27.2020

COMPANY
Voltaia

BUSINESS LINE
EPC

JOB TITLE
Project Manager Assistant - Trainee

LOCATION
Porto, Portugal

STARTING DATE
September 2020

Key Skills:

- Leadership and negotiation skills;
- Strong communication;
- Organization;
- Ability to handle multiple tasks, set priorities and negotiate successful solutions;
- Autonomous worker and team player.

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 "27.2020 – Project Manager Assistant - Trainee".