

OPPORTUNITY  
OPPORTUNITÉ  
OPORTUNIDADE



## HUMAN RESOURCES

**SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### HSE ASSISTANT (M/F)

Our **Health & Safety and Environment (HSE) Department** is looking for an **Assistant**, who will have the following responsibilities:

- Assist the HSE Department with document organization, transferring received information into standard documentation formats;
- Assist the data insertion and validation on corporate applications;
- Preparation and dissemination of HSE Corporate meeting minutes;
- Follow-up/ track the level of accomplishment of the actions of the HSE Action Plans, at the corporate and geographic levels or between HSE and other departments or external entities;
- Maintenance and update of the HSE data and process documents in SharePoint – Intranet;
- Compile statistical HSE Management information, from internal and external sources (ex.: Benchmarking);
- Provide training to HSE staff on using and filing the associated documents and databases;
- Assist the preparation and dissemination of the HSE Campaigns and related feedback analysis;
- Search for continuous improvement through audits and monitoring of internal processes.

# voltalia

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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 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: 24-07-2020

**REFERENCE**  
28.2020

**COMPANY**  
Voltalia

**DEPARTMENT**  
Health & Safety and Environment

**JOB TITLE**  
HSE Assistant

**LOCATION**  
Porto, Portugal

**STARTING DATE**  
October 2020

## **QUALIFICATIONS:**

The ideal candidate will have/ be:

- Degree in related areas like Administrative Management or Engineering (Post Graduate studies in HSE and Quality is a plus);
- At least 2 years of experience in similar positions;
- Training in Occupational Health, Safety and Environment Management Systems;
- MS Office Proficiency;
- Fluent in English;
- French and Spanish would be a plus.

## **Key Skills:**

- Excellent interpersonal relationship skills;
- Excellent domain of verbal and written expression;
- Autonomy;
- Planification and organization skills;
- Adaptability and resilience;
- Self-motivated;
- Negotiation skills;
- Meticulous, proactive, with positive attitude and willing to learn.

Your application will be reviewed by Daniela Mendes.

If you are interested in this career opportunity, please send us your CV to [voltaliarecruits@voltalia.com](mailto:voltaliarecruits@voltalia.com), with the subject "28.2020 – HSE Assistant".