

OPPORTUNITY

OPPORTUNITÉ

OPORTUNIDADE



## HUMAN RESOURCES

**SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### OFFICE MAINTENANCE TECHNICIAN (M/F)

We are looking for an **Office Maintenance Technician** who will have the following responsibilities:

- Analysis, diagnosis, control and monitoring of the operating conditions of the facilities and respective equipment associated with them;
- Identification of anomalies and repair, replacement or equipment adjustment of the electrical, mechanical and structural systems;
- Preparation and implementation of interventions under the preventive and corrective maintenance of the facilities and respective equipment;
- Monitoring of the performed work by maintenance external suppliers;
- Development of records associated with the daily tasks;
- Participation in the Emergency Brigade under the internal emergency plan of the headquarters;
- Compliance with the Hygiene and Safety at Work rules of the Company (PPE use, prevention instructions, alcohol regulation, among other);
- Compliance with the Environmental Management rules of the Company (waste separation, use of dangerous substances, stroke prevention, reducing water and energy consumption, etc.).

• 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: 09-09-2020

**REFERENCE**  
33.2020

**COMPANY**  
Voltaia

**DEPARTMENT**  
Office Management

**JOB TITLE**  
Office Management Technician

**LOCATION**  
Oliveira de Frades, Portugal

**STARTING DATE**  
November 2020

## **QUALIFICATIONS:**

The ideal candidate will have/ be:

- At least 9 years of education or equivalent level recognized by the Portuguese State;
- At least, 3 years of experience in similar positions;
- Electrical, electronic, hydraulic and mechanical systems;
- Blacksmithing and carpentry;
- MS Office knowledge;
- Driving license;
- Availability for national travels.

## **Key Skills:**

- Good communication skills;
- Objectivity;
- Good organization skills;
- Problem solving orientation;
- Ability to give and receive feedback;
- Emotional control;
- Flexibility.

If you are interested in this career opportunity, please send us your CV to [votaliarecruits@votalia.com](mailto:votaliarecruits@votalia.com), with the subject "33.2020 – Office Management Technician".