

OPPORTUNITY
OPPORTUNITÉ
OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

PMO SPECIALIST (M/F)

Our **EPC Business Line** is looking for a **PMO Specialist** who will have the following responsibilities:

- Develop, establish and sustain project management strategy, capability and culture;
- Integrate the core team for projects under execution, challenging project manager and project team, to ensure timely completion and within budget;
- Monitor project lifecycle main milestones, and track that each stage deliverables are completed appropriately;
- Develop project status reports to be delivered to the Head of Business Line and senior management;
- Manage an aggregate dashboard over project portfolio, including projects currently underway and the backlog, giving visibility over priority, timelines and resource requirements metrics to project teams and management;
- Maintain and promote the Business Line knowledge databases – Return of Experience and Lesson Learned;
- Facilitate the application of Project Management Processes and tools including Project Schedule, Customer Interface, Risk & Opportunity Management, Project Improvement Management, Change Management and Contractual Obligations, Budget allocation and monitoring, Project Reporting and financial performance;
- Propose, analyse and implement improvement opportunities to Project Management processes and workflows.

QUALIFICATIONS:

voltalia

• 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 **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: 01-10-2020

REFERENCE
38.2020

COMPANY
Voltalia

BUSINESS LINE
EPC

JOB TITLE
PMO Specialist

LOCATION
Porto, Portugal

STARTING DATE
December 2020

The ideal candidate will have/ be:

- Degree in Engineering, Computer Science or Business Management;
- At least 5 years' experience in similar position;
- Proficiency in English (mandatory);
- Knowledge of project management tools and techniques;
- Excellent computer skills;
- PMBOK knowledge and/or training (good to have);
- MS Project good working knowledge;
- MS Office domain.

Key Skills:

- Good prioritization skills, to balance key priorities;
- Strong analysis and critical thinking skills;
- Very well organized;
- Good at understanding the “big-picture”, while also having a keen eye for detail;
- Strong communication skills;
- Creative and Flexible;
- Availability and sense of responsibility;
- Available to learn;
- Self-motivated;
- Good teamwork skills.

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltalia.com, with the subject “38.2020 – PMO Specialist”.