

SUBJECT: Communication - Announcement

Junior PMO (M/F)

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

- Help mapping business line processes;
- Analyse processes and workflows with the objective of finding out how they can be automated;
- Develop, implement, document and maintain the available set of functionalities and workflows available in the Business Line website (SharePoint Online);
- Develop, implement and monitor compliance of Project Management Tools and Software applications;
- Propose and implement improvement opportunities to Project Management processes, tools and workflows;
- Work to develop status reports to be delivered to the Head of Business Line and senior management.

BUSINESS LINE
EPC

DEPARTMENT
EPC

JOB TITLE
Junior PMO

LOCATION
Porto, Portugal

STARTING DATE
December 2020

QUALIFICATIONS:

The ideal candidate will have/ be:

- Degree in Engineering, Computer Science or Business Management;
- At least 1-year experience in similar position;
- Proficiency in English (mandatory);
- Good computer skills;
- Good knowledge of SharePoint Online, Power BI, Power Automation, Power Apps and Visio applications;
- Knowledge of project management tools and techniques (good to have).



OPPORTUNITY

HUMAN RESOURCES

REFERENCE: 40.2020

Announcement date: 09.10.2020

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Key Skills:

- Strong analysis and critical thinking skills;
- Very well organized;
- Strong communication skills;
- Creative and Flexible;
- Availability and sense of responsibility;
- Available to learn;
- Self-motivated;
- Good teamwork skills.

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If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltage.com, with the subject "40.2020 – Junior PMO".