

SUBJECT: Communication - Announcement

O&M SUPPORT TECHNICIAN (M/F)

Our **Operation & Maintenance (O&M) Business Line** is looking for an **O&M Support Technician**, which will have the following responsibilities:

- Management of the entire purchase process with the suppliers (budgets, comparative maps, purchase orders);
- Invoicing management to customers;
- Management of payments to suppliers;
- Control the entry and exit registers, vehicle and others;
- Support the Human Resources Department (vacations, preventions, etc.);
- Management tools and calibrations;
- Work with management system for Health, Safety, Environment and Quality issues (Unifikas, Dokify,...);
- Draw up procedures and technical instructions.

BUSINESS LINE
O&M

DEPARTMENT
O&M

JOB TITLE
O&M Support Technician

LOCATION
Madrid, Spain

STARTING DATE
December 2020

QUALIFICATIONS:

The ideal candidate will have/ be:

- Electrotechnical Engineering degree (preferred) or Technical High-Level Education Cycle;
- At least 3 years of experience in similar functions (preferred);
- Knowledge of SAP, IFS or similar;
- Administrative Practices;
- Microsoft Office domain;
- English domain;
- GMAO.

SUBJECT: Communication - AnnouncementKey Skills:

- Customer orientation/ Quality of service;
- Attitude;
- Responsibility;
- Accuracy;
- Openness to change;
- Ability to work in team;
- Coordination and leadership 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 "48.2020 – O&M Support Technician".
