

SUBJECT: Communication - Announcement

COMPLIANCE OFFICER TRAINEE (M/F)

Our Compliance Department is looking for a **Compliance Officer Trainee**, who will have the following responsibilities:

- Support the implementation of the Voltalia Group's Ethics and Compliance program;
- Support in raising employee awareness of the Group's Ethics and Compliance program;
- Support in the application of the KYTP procedure (Know Your Third Party) by the operational teams and update of the procedure;
- Support to Compliance Officers of the Voltalia Group;
- Support in the development of anti-corruption risk mapping;
- Support in revising the Code of Ethics and Conduct;
- Support in the application of the Code of Ethics and conduct in all Group Subsidiaries and entities resulting from M&A operations;
- Monitoring of legislative and regulatory Compliance changes;
- Support the implementation of the personal data protection policy at the Group level;
- Support in the implementation of the necessary documentation for the GDPR at the Voltalia Group level;
- Monitoring of legislative and regulatory changes to GDPR.

BUSINESS LINE
HR & Corporate Functions

DEPARTMENT
Compliance

JOB TITLE
Compliance Officer Trainee

LOCATION
Oliveira de Frades, Portugal
Porto, Portugal

STARTING DATE
February 2021

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QUALIFICATIONS:

The ideal candidate will have/ be:

- Law/ Solicitor Degree;
- Registration in the specific Professional Order;
- Fluent in English;
- MS Office domain.

Key Skills:

- Organization;
- Responsible;
- Availability and sense of responsibility
- Excellent communication skills;
- Resilience ability and proactivity;
- Team Spirit.

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If you are interested in this career opportunity, please send us your CV to voltaliarecruits@votalia.com, with the subject "61.2020 – Compliance Officer Trainee".