

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:

- Implementation of processes and tools;
- Be responsible for providing specialist help and for performing general administrative tasks;
- Be an active agent in training, mentoring and coaching the Project Management staff;
- Monitor existing projects to ensure timely execution & completion, tracking that each stage is completed appropriately and within time and budget;
- Analyse data and project information to identify better ways to do business;
- Work to develop status reports to be delivered to the head of business line and senior management;
- Propose, analyse and implement improvement opportunities to Project Management processes and workflows;
- 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.

# 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 3<sup>rd</sup> 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: 22-05-2019

**REFERENCE**  
14.2019

**COMPANY**  
Voltalia

**BUSINESS LINE**  
EPC

**JOB TITLE**  
PMO Specialist

**LOCATION**  
Porto, Portugal

**STARTING DATE**  
September 2019

## QUALIFICATIONS:

The ideal candidate will have/ be:

- Degree in Engineering, Computer Science or Business Management;
- Proficiency in English (mandatory);
- Knowledge of project management tools and techniques (is a plus);
- Excellent computer skills;
- MS Project good working knowledge;
- MS Office domain.

## Key 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 team work skills.

Your application will be reviewed by Daniela Mendes.

If you are interested in this career opportunity, please send us your CV to [voltaliarecruits@voltalia.com](mailto:voltaliarecruits@voltalia.com), with the subject “14.2019 – PMO Specialist”.