

OPPORTUNITY  
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## HUMAN RESOURCES

**SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### TREASURY ASSISTANT - TRAINEE (M/F)

Our **Finance & Administration Business Line** is looking for a **Treasury Assistant (Trainee)** for its **Operations**, who will have the following responsibilities:

- Organization and archive of treasury documents;
- Support on bank movements;
- Account receivables and credit customer control;
- Support on corporate debt report;
- Collaboration and support in treasury daily tasks.

#### QUALIFICATIONS:

The ideal candidate will have/ be:

- At least Secondary School or Degree in Business Management;
- MS Office knowledge, with MS Excel and MS Word domain;
- English proficiency (mandatory).

• SOLAR • WIND • HYDRO • BIOMASS •

At Voltaia 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: 27-06-2019

**REFERENCE**  
20.2019

**COMPANY**  
Voltaia

**BUSINESS LINE**  
Finance & Administration

**JOB TITLE**  
Treasury Assistant - Trainee

**LOCATION**  
Oliveira de Frades, Portugal

**STARTING DATE**  
August 2019

Key Skills:

- Organization;
- Good communication skills;
- Availability and sense of responsibility;
- Resilience and proactivity;
- Positive attitude;
- Good teamwork skills.

Your application will be reviewed by Daniela Mendes.

If you are interested in this career opportunity, please send us your CV to [voltaliarecruits@voltaia.com](mailto:voltaliarecruits@voltaia.com), with the subject "20.2019 – Treasury Assistant - Trainee".