

OPPORTUNITY

OPPORTUNITÉ

OPORTUNIDADE



## HUMAN RESOURCES

**SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### PROCUREMENT SPECIALIST (M/F)

Our **EPC Business Line** is looking for a **Procurement Specialist**, who will have the following responsibilities:

- Analyze, understand and anticipate client's needs;
- Implement plans to assure orders meet specified quality and delivery times and to minimize the total cost of purchases, budget, negotiation and cost control.
- Establish supplier base in conformance with guidance from Clients requirements;
- Handle requests for information, quotations, proposals and bidding processes;
- Evaluate current and potential suppliers in coordination with QSE Department;
- Negotiate with suppliers to meet quality, delivery and cost objectives;
- Drive the process qualification in coordination with QSE Department;
- Purchase orders issuance on the ERP;
- Work with the clients to guarantee supply for all material and services;
- Identify opportunities and implement actions to achieve efficiencies;
- Planning and coordinate all the purchase orders until delivery;
- Invoicing reconciliation (vendor invoices).

• 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 **18 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: 20-11-2019

REFERENCE  
50.2019

COMPANY  
Voltalia

BUSINESS LINE  
EPC

JOB TITLE  
Procurement Specialist

LOCATION  
Porto, Portugal

STARTING DATE  
January 2020

## QUALIFICATIONS:

The ideal candidate will have/ be:

- Experience in procurement and sourcing (preferably in the energy sector);
- Used to work with international, multi-cultural teams, in multiple times zones.
- Knowledge to implement Strategic Sourcing Methodologies;
- Energy sector knowledge;
- Excellent MS Office domain (SAP and IFS can be a plus);
- Fluent in English (French is a plus).

## Key Skills:

- Ability to work in a fast grow and change environment;
- Ability to think and work under pressure;
- Ability to communicate with colleagues, suppliers and clients;
- Ability to handle multiple tasks, set priorities and negotiate successful solutions;
- Strong attention to detail;
- Flexible, energetic and confident person;
- Ability to analyze data from a variety of sources;
- Proactivity and accuracy;
- Highly motivated.

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 "50.2019 – Procurement Specialist".