



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

SERVICES PROCUREMENT SPECIALIST (M/F)

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

- Establish and improve service level agreements with sub-contractors;
- Negotiation with sub-contractors and suppliers;
- Implementation of procedures and sub-contract agreements;
- Market analysis for potential sub-contractors;
- Analyze, understand and anticipate project needs;
- Implement plans to assure orders meet specified quality and delivery times and to minimize the total cost of purchases;
- Documents performance to action plans and timelines for assigned sourcing projects;
- Establish supplier base in conformance with guidance from Project Management Director;
- Handle requests for information, quotations, proposals and bidding processes;
- Negotiate with suppliers to meet quality, delivery and cost objectives;
- Drive the process qualification in coordination with QSE Department;
- Work with Project Management Director and/ or Project Managers to guarantee supply for all portfolios;
- Invoicing reconciliation (vendor invoices).

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 3rd 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: 06-12-2019

REFERENCE
55.2019

COMPANY
Voltaia

BUSINESS LINE
EPC

JOB TITLE
Services Procurement Specialist

LOCATION
Porto, Portugal

STARTING DATE
January 2020

QUALIFICATIONS:

The ideal candidate will have/ be:

- Master or License Degree in fields of supply chain, Engineering or Management;
- At least, 3 years of experience in procurement, sourcing and logistics (preferably in the energy sector);
- 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 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;
- Ability to analyze data from a variety of sources;
- Flexible, energetic, proactive, highly motivated and confident person;
- Used to work with international, multi-cultural teams, in multiple times zones.

Your application will be reviewed by Daniela Mendes.

If you are interested in this career opportunity, please send us your CV to votaliarecruits@votalia.com, with the subject "55.2019 – Services Procurement Specialist".