

OPPORTUNITY

OPPORTUNITÉ

OPORTUNIDADE



## HUMAN RESOURCES

**SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### ADMINISTRATIVE ASSISTANT – ERP (M/F)

Our **IT Department** is looking for an **Administrative Assistant – ERP**, who will have the following responsibilities:

- Be the interface between ERP Project Team and End Users;
- Ensure that all decisions taken are in line with operational requirements;
- Provide data for design/configuration, including processes;
- Ensure proper documentation;
- Be part of the ERP team;
- Support the activities of the ERP implementation/support according to the internal needs;
- Participate in the ERP training schedule;
- Support the Management in documents preparation that will be used in the implementation/support process.

#### QUALIFICATIONS:

The ideal candidate will have/ be:

- Licentiate Degree;
- At least 2 years of experience in administrative tasks;
- Prior experience with ERP systems such, Primavera, Sage, IFS, SAP, Oracle or other;
- Good documentation skills;
- Fluent in English;
- Availability for international travels.

• 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 **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: 20-12-2019

REFERENCE  
42.2019

COMPANY  
Voltaia

BUSINESS LINE  
HR & CORPORATE FUNCTIONS

JOB TITLE  
Administrative Assistant - ERP

LOCATION  
Oporto, Portugal

STARTING DATE  
January 2020

Key Skills:

- Ability to think and work under pressure;
- Ability to communicate with colleagues;
- Team player;
- Ability to handle multiple tasks and set priorities;
- Flexible, energetic and confident person.

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](mailto:votaliarecruits@votalia.com), with the subject "42.2019 – Administrative Assistant - ERP".