



## HUMAN RESOURCES

**SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### SUPPLY CHAIN ASSISTANT (M/F)

Our **ETD Business Line** is looking for a **Supply Chain Assistant**, who will have the following responsibilities:

- Create and modify Purchase Orders as needed;
- Follow up with Suppliers regarding Purchases and Order Shipment Status;
- Creating a professional business relationship with suppliers;
- Create and modify Client Orders as needed;
- Resolve discrepancies on invoicing, receiving and others;
- Managing data and products in ERP System;
- Adheres to the purchasing policies, processes, and procedures;
- Administrative duties as assigned.

**QUALIFICATIONS:**

The ideal candidate will have/ be:

- Degree in Electrotechnical Engineering or Industrial Management and Engineering;
- At least 2 years of experience in a position in administrative assistance or Purchase Practices;
- Operational English;
- Knowledge of ERP software;
- MS Office domain.

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: 18-12-2019

REFERENCE  
51.2019

COMPANY  
Voltaia

BUSINESS LINE  
ETD

JOB TITLE  
Supply Chain Assistant

LOCATION  
Oliveira de Frades, Portugal

STARTING DATE  
February 2020

Key Skills:

- Organization, rigor and sense of detail;
- Flexibility, versatility and adaptability;
- Team spirit and cohesion engine;
- Able to create and maintain good relationships with others;
- Positivism, drive dynamism and motivation;
- Autonomy and proactivity;
- Anticipation of needs;
- Excellent communication skills, especially by phone.

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 "**51.2019 – Supply Chain Assistant**".