



Human Resources Coordinator

(M/F)

At Voltaia we are passionate about renewable energies. We are an international company (listed on Euronext Paris since July 2014) and we produce electricity from multiple power sources (wind, solar, hydro and biomass). Today we have a total installed capacity of 451 MW and we also provide services on behalf of third-party clients such as development, construction, maintenance and exploitation of energy production sites. With a booming growth, our group is already present in 17 countries over 4 continents and we offer to our clients a global operating capacity. Besides the group strongly contributes to the socio-economic development of the regions where it is present and cultivates partnerships profitable to all the stakeholders, at all levels.

If you share our ambition and our passion for renewable energies, Voltaia has a career for you!

Our **Human Resources department** is looking for a **Human Resources Coordinator in Portugal**. Reporting to the Group Human Resources Manager, he/she will be the country reference for all HR matters and will have the following responsibilities:

Implementation of the HR Policy

- Support the definition, implementation and communication of HR policies, procedures and internal rules of Voltaia Group in Portugal;
- Support all Managers in HR matters, as Business Partner, taking into account the business strategy and objectives;
- Participate in different group wide projects.

Team Management

- Management, coordination and development of the country HR team.

People Development

- Establish relationships as partner with various entities in the human resources area (universities/schools, recruitment agencies/headhunters, etc.);
- Lead the recruitment, training, performance appraisal and people development according to the Group procedures;
- Participate actively in the organization and follow up of internal and international moves;
- Organize initiatives that promote the well-being of the Group employees.

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Announcement Date: 16.11.2016

REFERENCE
31.2016

COMPANY
Voltaia

BUSINESS LINE
Human Resources, Communication, IT

DEPARTMENT
Human Resources

JOB TITLE
Human Resources Coordinator

LOCATION
Oliveira de Frades, Portugal

STARTING DATE
Immediately



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HR Administration and Social Relations

- Be the main contact person of social partners (employee representatives, trade unions...) for legal process implementation and follow up according to local legislation;
- Supervise the preparation of all regulatory and legal documents related to personnel management (social security contributions, drafting of employment contracts);
- Supervise the organization of payroll;
- Elaborate all the HR reports allowing management to follow the activity of the personnel;
- Guarantee the application of social regulations and legal obligations within the company;
- Manage potential legal issues and disputes.

Compensation & Benefits

- Collaborate with the Group HR Manager in the salary review and ensure an internal fairness and consistency in terms of compensation and benefits;

QUALIFICATIONS:

The ideal candidate will have/ be:

- Master Degree in Human Resources Management, Work Psychology or Labor law;
- Specialization in Human Resources Management will be an asset;
- 5-8 years of experience in a similar position, preferably in international companies;
- General knowledge on all HR domains;
- Command of pack office (Word, Excel and Power Point) and other HR information systems;
- Fluency in English and Portuguese is mandatory, French is a plus.



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Key Skills:

- Very good organizational skills, capacity to implement and follow up;
- Focus on results;
- Excellent analytical skills;
- Excellent communication and negotiation skills;
- Good interpersonal relationship skills;
- Ability to resolve conflicts and / or problems;
- Flexibility and ability to change;
- Ability to understand and work in a complex matrix organization.

Your application will be reviewed by Mariana Mendes.

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltaia.com with the subject "31.2016HRC".