



PMO PROCESS ANALYST - TRAINEE

(M/F)

At Voltalia 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, Voltalia has a career for you!

Within a wider project of delivering a collaborative platform for the **Construction Business Line**, this particular project will target the design and implementation of a set of different software solutions to automate Construction Division processes.

This is a "thinking processes" role. It will involve mapping existing processes and designing improved ones. You will analyse business processes and workflows with the objective of finding out how they can be improved and automated. You will also be involved in documenting procedures and presenting new process designs to stakeholders for discussion. The good news for anyone who likes variety at work is that this is a wide-ranging role that can see you immersed in a variety of different projects. In general, you will work with business teams and the IT Department to find the best way to design new processes and solve process-related problems. Let's not forget that the different parts of a company often speak different languages, so one of the tasks of a Business Process Analyst is to interpret business requirements for IT staff.

Summarizing the main tasks of this position are:

- Mapping existing processes and designing improved ones;
- Analyse business processes and workflows with the objective of finding out how they can be automated;
- Documenting procedures and presenting new process designs to stakeholders for discussion;
- Work with business teams and the IT Department to find the best way to solve process-related problems.

Voltalia is a French renewable electricity company listed on the regulated Euronext market in Paris since July 2014 and active in four energies: wind, solar, hydro and biomass. Martifer Solar is a leading global player in Development, EPC and O&M Services in the photovoltaic market.

Announcement Date: 10-05-2017

REFERENCE
26.2017

COMPANY
Voltalia

BUSINESS LINE
Construction

DEPARTMENT
PMO

JOB TITLE
PMO Process Analyst Trainee

LOCATION
Oliveira de Frades, Portugal

STARTING DATE
June, 2017



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QUALIFICATIONS:

The ideal candidate will have/ be:

- Degree in Engineering, Computer Science or Business Management;
- Available to a professional internship (I.E.F.P.);
- Proficiency in English (mandatory);
- MS Office domain.

Key Skills:

- Good communication skills;
- Creative and Flexible;
- Organization;
- Availability and sense of responsibility;
- Available to learn;
- Self-motivated;
- Proactivity;
- Good team work skills.

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, with the subject "26.2017 – PMO Process Analyst Trainee PT".