



## RECEPTIONIST

(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!

Our **Finance & Administration Business Line** is looking for a **Receptionist**, which will have the following responsibilities:

- National and international telephone attendance;
- Personal attendance to visits (clients, suppliers);
- Maintenance of own reception, keeping it always clean and organized;
- E-mails reception and processing;
- Daily record of external visits;
- Daily record of the received telephone calls;
- Registration and verification of employees expenses;
- Registration and request of access cards to facilities (for visits);
- Correspondence send and receive;
- Support to company employees;
- Support to Administration.

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: 28-04-2017

**REFERENCE**  
24.2017

**COMPANY**  
Voltalia

**BUSINESS LINE**  
Finance & Administration

**DEPARTMENT**  
Office Management

**JOB TITLE**  
Receptionist

**LOCATION**  
Oliveira de Frades, Portugal

**STARTING DATE**  
May, 2017



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**QUALIFICATIONS:**

The ideal candidate will have/ be:

- At least, 12 years of education;
- Experience in similar functions (preferable);
- Good knowledge of MS Office;
- English domain;
- French and Spanish knowledge (preferable).

Key Skills:

- Good presentation;
- Organizational skills;
- Availability and sense of responsibility;
- Ability to adapt to different environments and situations;
- Resilience and proactivity.

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 "24.2017 – Receptionist PT".