



## RECRUITMENT & DEVELOPMENT SPECIALIST

(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 **Human Resources Department** is looking for a **Recruitment & Development Specialist**, which will have the following responsibilities and duties:

- Follow and support the whole processes of recruitment and selection for Portugal HQ, including:
  - Job announcement on internal and external tools/ platforms;
  - Curricula screening and interviews schedule and conduction;
  - Partnership management with external consultants to help on recruitment processes;
  - Close relationship with Recruitment requestors to increase the effectiveness on the process.
- Support the on-boarding programs for newcomers;
- Support and manage the company's training plan;
- Support the monitoring and evaluation of training programs to enhance training efficiency;
- Support other HR projects and tasks, depending on specific needs;
- Support the Department's administrative daily tasks.

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: 18-05-2017

**REFERENCE**  
28.2017

**COMPANY**  
Voltalia

**BUSINESS LINE**  
Human Resources

**DEPARTMENT**  
Human Resources

**JOB TITLE**  
Recruitment & Development Specialist

**LOCATION**  
Oliveira de Frades, Portugal

**STARTING DATE**  
June, 2017



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#### QUALIFICATIONS:

The ideal candidate should have the following qualifications and skills:

- Master Degree or Degree in Human Resources Management or Organizational Psychology;
- At least 4 years of experience in similar roles;
- MS Office, software domain;
- English fluency is mandatory.

#### Key Skills:

- Good communication skills;
- Analysis and interpretation ability;
- Organization;
- Availability and sense of responsibility;
- Good interpersonal relationship skills;
- Resilience ability and proactivity;
- Good team work skills;
- Results driven and accountable for actions;
- Ability to work under tight deadlines and schedules while handling multiple tasks in a fast-paced environment.

**The current opportunity is a fixed term contract, planned to replace a maternity leave.**

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 "28.2017 – Recruitment & Development PT".