



## Procurement Manager Assistant (M/F)

### About Neoen

Neoen is one of the world's leading and fastest growing independent producers of exclusively renewable energy. With a capacity of more than 4,1 GW in operation or under construction, Neoen is a high-growth company. Neoen is notably active in Argentina, Australia, El Salvador, Finland, France, Ireland, Jamaica, Mexico, Mozambique, Portugal and Zambia. In particular, Neoen operates France's most powerful solar farm (300 MWp) in Cestas, and the world's first big battery (150 MW / 193,5 MWh storage capacity) in Hornsdale, Australia.

A player in the fight against global warming and the energy transition, Neoen's mission is to design and implement the means to produce the most competitive renewable electricity, sustainably and on a large scale. As a responsible company whose long-term vision is reflected in a strong and sustainable growth strategy, Neoen is targeting more than 10 GW capacity in operation or under construction by end of 2025.

Neoen (ISIN Code: FR0011675362, ticker: NEOEN) is listed in Compartment A of the regulated market of Euronext Paris. For more information: [www.neoen.com](http://www.neoen.com)

### Role purpose

Our **Procurement Department** is looking for a **Procurement Manager Assistant** for our office in **Paris, France**. Under the responsibility of the Procurement Manager, the Assistant will have the following tasks:

- Upstream – Support to the Development Department team members :
  - Define the right technology
  - Find the right price, and deliveries in line with project(s) expected time-schedule
  - Define the key terms & conditions from EPCs (Engineering, Procurement, Construction contractors) & strategic suppliers that are to be considered by the Development Department team when negotiating the power purchase agreements (PPA)
  - Prepare and present market soundings on the different key players from an industrial point of view (who are the main EPCs & main suppliers that have been involved in the past projects for such geography, etc...)
- Downstream – Lead the negotiations with all EPCs and strategic suppliers once a project has been granted to the Development Department :
  - Prepare and elaborate the documents for the release of the request for proposal (RFP)
  - Lead all negotiations with EPCs and strategic suppliers
  - Prepare, negotiate, recommend to the management, award and follow up to the release of the instruction to proceed of all contracts (Framework agreement, EPC full turnkey, Supply Agreements, Operation & Maintenance (O&M) Agreements, ...)
- Other matter of importance :
  - Do the regular market intelligence to have precise knowledge of the market trends on all renewable technologies
  - Prepare and perform site visits of the factories of strategic suppliers
  - Prepare and perform audits of the strategic suppliers (360°, financial audits, ESG, quality,...)



### Candidate profile

The candidate will need the following skills and experience to succeed in this role:

- Master's Degree student within Engineering or Business. A specialization in renewable energy, construction or oil&gas is well appreciated
- A previous experience or knowledge in EPC and/or O&M contracts (in civil works, oil&gas, industry, power supply,...) is well appreciated
- Excellent analytical skills
- Excellent written and oral communication skills
- Fluent in English and French. Knowledge in Spanish is well appreciated

### Conditions

6-month internship or 1-year apprenticeship

Based in Paris, France

Starting date: as soon as possible

Please send your CV and cover letter to Pierre-Louis d'Hérouville, Procurement Manager  
[pierre-louis.dherouville@neoen.com](mailto:pierre-louis.dherouville@neoen.com)