



HELIKONIA ADVISORY SDN BHD (827564-T)

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Position: Project Manager

Helikonia is looking for a Project Manager to support our client work on sustainability and stakeholder engagement. We are a small advisory company specialising in developing sustainability reports and policies, and supports a wide range of organisations in working together on projects related to deforestation, human rights and sustainable agriculture. We are based in Kuala Lumpur, but have a large network of colleagues across the world who we work with in virtual teams.

We are looking for a passionate individual to support this work, with a focus on sustainability reporting. The job scope will be constantly evolving, depending on client projects and your own performance.

JOB SCOPE: SUSTAINABILITY REPORTING

You will report to the head of department and support sustainability reporting client engagements, which comprises of but not limited to:

- Drafting sustainability reports for high profile clients
- Carrying out desktop research, benchmarking and sustainability assessments
- Carrying out stakeholder engagement interviews with key people across various sectors and industries
- Liaising with clients where required to support delivery of high quality and timely reporting and disclosure projects
- Managing report projects from start to finish, including ensuring timelines are followed, deadlines and met and materials are provided in a timely manner
- Supporting lead project managers on client workshops
- Supporting the reporting team in fulfilling project commitments

We hope to get a colleague who is:

- **Flexible:** You will be working closely with large teams across the world, so it is essential that you are flexible about working hours to accommodate time zone differences
- **Adaptable:** Job priorities and requirements may change and require you to learn new software skills or familiarise yourself with new topics outside your field of expertise
- **Meticulous:** Quality of our work is essential, and we expect each team member to take responsibility for outputs and undertake peer review and quality control of project deliverables

We would expect you to have:

- A Master's degree in a field related to sustainable development. This can range from economics, legal, or natural and social sciences, but it is essential that you can work with and analyse complex data as this is required for most projects
- At least two years' experience in a corporate or NGO environment. Writing experience is a must. Familiarity with reporting frameworks, such as the Global Reporting Initiative (GRI) Standards, and environmental, social and governance (ESG) topics is a plus
- Excellent organising and project management skills
- A high standard of written English ability
- Robust experience with MS Office and willingness to learn additional IT skills

What we offer:

- A friendly working culture as part of a small, energetic team based in KL
- Opportunities to engage with a large network of companies and international NGOs as part of the job
- Flexible hours on agreement
- A competitive salary, private health insurance (subject to approval), generous performance-based bonus scheme
- Opportunity to grow and expand the role: If you do well our flat structure allow for ongoing involvement of opportunities

To learn more about Helikonía, please visit www.helikonia.co.uk

If you are interested in this role, please send a cover letter and a CV by **1 December 2019** to info@helikonía.com.my.