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## Job Position: Project Coordinator – Writer and Analyst

Helikonía is looking for a Project Coordinator to support our client work on environmental, social and governance (ESG) disclosure, sustainability strategy and stakeholder engagement. We are a small advisory company specialising in developing sustainability reports and policies, and support a wide range of organisations on projects related to deforestation, human rights as well as sustainable production and consumption. We are based in Kuala Lumpur but have a large network of colleagues across the world who we work with in virtual teams.

The job scope will be constantly evolving, depending on client projects and your own performance, but will focus on:

Project delivery: Supporting project managers in implementing projects with clients, particularly through research, writing and consulting. This includes:

- Drafting clear and compelling corporate sustainability reports presenting clients' environmental, social, and economic performance in line with mandatory and voluntary reporting standards, sector-specific disclosure frameworks, and relevant stock exchange reporting guidelines.
- Collating, analysing and interpreting clients' sustainability performance data to support the development of sustainability reports.
- Conducting research, benchmarking and sustainability assessments for reporting and disclosure projects.
- Performing checks on client reports against reporting standards and frameworks, as well as compiling indices, base data notes and other supporting annexes for sustainability reports.
- Assessing clients' scores on ESG rating platforms and providing informed disclosure recommendations on addressing gaps.
- Assessing and analysing companies' sustainability disclosure on behalf of clients hosting ESG rating platforms.

- Conducting research, analysis, and benchmarking to support the development of client sustainability strategies and roadmaps.
- Contributing to the content and design of presentations for client meetings, trainings, and workshops.

Project coordination: Support project managers in:

- Developing and tracking work plans and schedules for the delivery of projects.
- Liaising with external vendors including translators, document and web designers, copyeditors, technical experts, and clients.

Team learning and support: Support the team in:

- Conducting research and training for internal capacity building.
- Creating or updating tools, processes and systems that enhance team effectiveness and project delivery.

**We hope to get a colleague who is:**

- **Flexible:** You will be working closely with colleagues 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, which may 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 individual outputs and quality control of team deliverables.

**We would expect you to have:**

- A Master's degree in a field related to sustainable development. This can range from economics, legal, business, to natural and social sciences.
- Candidates with at least 1–2 years' experience in a related field will be preferred.
- Knowledge and understanding of sustainability reporting standards (e.g. GRI Standards, SASB, ISSB, TCFD, listing requirements, etc.) and ESG assessments preferred. Familiarity with ESG topics is not required but is a plus.
- High proficiency in English writing and speaking is critical for this role.
- Excellent research and analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy.
- Good project management skills, including an ability to multi-task, prioritise work, and work with strict deadlines.
- Proficiency in MS Office (MS Excel, MS PowerPoint, and MS Teams) and willingness to learn additional IT skills.
- Ability to work within a team and report to a manager.

### 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 and partial work-from-home on agreement.
- A competitive salary, private health insurance (subject to approval), and a generous performance-based bonus scheme.
- Opportunity to grow and expand the role: if you do well, our flat structure allows for ongoing evolution of opportunities.

Helikonía values diversity and will welcome the most suitable applicant regardless of race, gender, religion and beliefs, sexual orientation or disability. However, due to immigration restrictions, we are only able to employ Malaysian nationals.

If you are interested in this role, please send a cover letter and a CV by **30 October 2023** to [info@helikonía.com.my](mailto:info@helikonía.com.my).

### About Helikonía

Helikonía is the leading business advisor on reporting and sustainability in Southeast Asia. Since 2008 we have worked with some of the region's most successful listed companies. We are the leader in palm oil sustainability reporting globally, having provided advisory on more than 30 reports for leading companies in the sector across Asia-Pacific and Latin America.

Through our in-depth knowledge of business processes, we assist companies in creating future-proof ESG disclosure and strategies – helping to manage risk and create opportunities for sustainable growth. We conduct benchmark and research, materiality assessments, stakeholder engagement, developing sustainability strategy and policy, and produce sustainability reports.

To learn more about Helikonía, please visit [www.helikonía.com.my](http://www.helikonía.com.my)