

CSR Asia Staff Vacancy

Project Manager or Senior Project Manager (Sustainability Consultant)

CSR Asia invites applications for a Project Manager or Senior Project Manager (Sustainability Consultant) position in Hong Kong.

We are looking for a great communicator with strong writing skills, and experience in corporate social responsibility. You must be passionate about CSR and sustainable development, a self-starter, with a good understanding of the private sector and experience in business development managing research and consultancy projects. You need to have a willingness to learn and be challenged. Priority will be given to candidates that speak and write Cantonese or Mandarin.

We can offer you a flexible and friendly work environment, with plenty of opportunities for networking with partners and colleagues around the region, and an ability to create your own work portfolio.

Role and responsibilities

- Liaise with clients and lead on projects in the areas of sustainability consultancy: sustainability reporting, stakeholder engagement, materiality assessment, benchmarking, community investment, strategy and policy development and others
- Work and lead on other CSR related projects including research, consultancy and thought leadership
- Write consultancy and research proposals, develop and secure business with existing and prospective clients
- Deliver presentations and conduct training

Knowledge and Experience

1. Excellent written and spoken English (and Cantonese or Mandarin)
2. Ability to write sustainability reports of a high quality
3. Knowledge and experience of corporate social responsibility and sustainable development issues (at least 4 years of relevant work experience for Project Manager and 6 years for Senior Project Manager)
4. Degree in a related field
5. Experience in working with corporate clients
6. Good communication and presentation skills
7. Ability to build and maintain relationships, to understand client needs and deliver to meet their expectations
8. Self-motivated and able to manage your own workload, capacity to meet deadlines
9. Analytical and detail minded

Salary is dependent on qualifications and experience, and fringe benefits will be offered to successful candidates. Consideration for the role of Project Manager or Senior Project Manager will be dependent on experience, knowledge, skills and track record.

Interested applicants should send their CV with a cover letter in English that describes their work experience, academic achievements and expected salary to swoods@csr-asia.com by no later than 15 October 2017.

Short-listed candidates will be contacted individually. Given high interest in positions at CSR Asia we will not be able to contact each individual applicant if they are unsuccessful.

About CSR Asia

CSR Asia is a mission-driven business creating value for clients and partners in Asia by supporting responsible, inclusive and sustainable business. Our services include sustainability strategy and reporting, and development and community investment. We deliver value through our advisory, networks, events and intelligence. CSR Asia has 6 offices globally and staff members have multidisciplinary expertise across sectors and in local markets. Committed to creating positive change, CSR Asia provides access to a knowledge bank of accessible reports and articles as well as events, forums and training. For more information, visit www.csr-asia.com.