

## 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 Singapore. 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.

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. A part-time position might be possible for the right candidate.

### **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
- Assist with events and business development

### **Knowledge, experience and skills**

- Excellent written and spoken English
- Ability to write sustainability reports of a high quality
- 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)
- Degree in a related field
- Experience in working with corporate clients
- Good communication and presentation skills
- Ability to build and maintain relationships, to understand client needs and deliver to meet their expectations
- Self-motivated and able to manage your own workload, capacity to meet deadlines
- Analytical and detail minded

Salary is dependent on qualifications and experience, 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 motivation, work experience, academic achievements and expected salary to [isabelle.morin@csr-asia.com](mailto:isabelle.morin@csr-asia.com). Candidates must have the right to work in Singapore.

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 leading provider of advisory, research and training services on sustainable business practices in Asia. Since 2004, CSR Asia has built capacity and promoted awareness of sustainable development across the region. Through our expanding global presence and our team of specialists, we provide cutting-edge research, strategy advisory, networking and executive education services with an informed understanding of evolving CSR issues on the ground.