

3 September 2008

## Two available positions at CSR Asia Kuala Lumpur

*CSR Asia is a social enterprise and the leading provider of information about Corporate Social Responsibility (CSR) in the Asia-Pacific region. CSR Asia builds capacity in companies to promote awareness of CSR in order to advance sustainable development across the region. Please visit [www.csr-asia.com](http://www.csr-asia.com) for further information about us.*

CSR Asia is now looking for staff to help us build our business and activities in Malaysia. Over the coming months, we will be relocating offices, organising training sessions and providing Malaysian corporate clients with quality advisory services. We will be busy with everything from Board presentations to organising phone lines, and we need energetic and dedicated individuals to be part of this.

### **Project Manager**

We are looking for a great communicator and project manager with a keen interest in corporate responsibility. You must be a quick learner, and have an in-depth understanding of the private sector.

Your role:

- Designing and analysing company surveys, including preparations of reports
- Representing CSR Asia at multi-stakeholder functions and to clients
- Building our Strategic Partner programme and increasing Malaysian membership
- Supporting the Country Director in developing new business and activities
- Developing background research and benchmark reports for clients and conferences
- Contributing to the CSR Asia network, website and blog

Your skills

- A Master's or higher degree
- Minimum 3 years experience in a corporate environment or as a consultant (executive or manager level)
- Good presentation skills
- Excellent English writing skills
- Fluent written and spoken Bahasa Malaysia
- Knowledge and experience of CSR, Governance or sustainable development issues a plus, but not a prerequisite. CSR Asia will provide you with ongoing on-the-job training

### **Office Manager**

We are looking for an organisational genius, who is energetic and keen to be part of building up a small organisation.

Your role:

- Set up our office in Kuala Lumpur – office space, IT, telecoms etc
- Organising events, such as training and conferences
- Distributing, managing and organising responses to company surveys
- General administration, bill payments, phones etc.
- Acting as the first point of call for our strategic partners and clients

Your skills:

- Highly IT savvy – Microsoft office and internet
- Previous experience in event organisation is a plus
- Basic book keeping skills
- Good written English
- Experience in CSR is not necessary, but we will expect you to take an active interest in our activities
- Fluent written and spoken Bahasa Malaysia

Please send your application and CV to [vramani@csr-asia.com](mailto:vramani@csr-asia.com) before 15 September. Please also indicate which position you are interested in, your expected salary level, and when you would be able to start. We will be interviewing in the week commencing 22 September. Applicants must be legal residents in Malaysia with a valid work permit. CSR Asia is an equal opportunities employer and does not discriminate on any grounds.