

Senior Consultant Sustainability Reporting (80-100%), Zurich

SustainServ is a global leader in sustainability consulting based in Switzerland, the US and Germany. We are seeking to hire a senior corporate sustainability reporting consultant for our office in Zurich, Switzerland. Our new team member will lead and participate in a wide variety of corporate sustainability reporting projects, working for various clients from small and medium sized companies to large multinational corporations. In this role you will also coordinate numerous sustainability reporting projects other team members are managing, strengthening the collaboration within our team and between us and our sustainability reporting clients.

Responsibilities you will have:

- Take the lead in further developing our corporate sustainability reporting approach, incl. standardization and digitalization of key steps in the reporting process
- Provide strategic and hands-on guidance to project managers regarding report development and support them in managing client relationships
- Coordinate the company-wide reporting project portfolio and ensure continuous quality management of deliverables
- Act as a project manager for more complex reporting projects
- Lead marketing and sales activities for sustainability reporting in the context of our overall marketing and sales initiatives

Required qualifications:

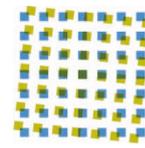
- Master or bachelor's degree in communication sciences, journalism, media studies linguistics or similar; or an advanced federal diploma of higher education in communications
- Experience in setting up and running reporting systems and projects
- 3-5 years relevant job experience, for example in corporate communications/ reporting, marketing or journalism
- Strong track record in project management
- Native German speaker, and professional fluency in English
- Highly professional German writing skills
- Strong written and oral presentation skills with the ability to communicate complex topics clearly to various audiences
- Impeccable interpersonal and communication skills

What we expect:

- Passion for corporate reporting and communications
- Immediate contribution to our work and independently leading projects
- Being a strong client-facer
- An unwavering commitment to quality.
- Ability to handle multiple client projects simultaneously and under time pressure.
- Willingness to go the extra mile
- Outstanding judgment under conditions of uncertainty
- A fun, smart, creative and detail-oriented personality

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Things that will give you a clear edge:

- Experience in a management consulting firm or communication agency or in a corporate role
- Project portfolio management or program management experience
- A demonstrated interest in or knowledge of the sustainability/ ESG reporting landscape and trends (incl. standards, frameworks, regulatory developments)

What you can expect from us:

- The ability to be part of a passionate, engaged and international team
- Working in a network rather than in hierarchies
- Being part of a growing company where the inputs of every team member count
- Being at the pulse of the time and helping to shape future-oriented disclosure and communications of companies that want to make a difference

About SustainServ

We are a global leader in sustainability consulting, and a dynamic, fast moving firm seeking outstanding, high-potential people to join our team. We offer our clients global perspectives, innovative solutions, and actionable results. Everything we do is designed to inspire meaningful change in the world every day. Our services cover all aspects of sustainable corporate value creation from sustainability strategy development to data collection and analytics as well as sustainability and integrated reporting. Our offers include helping companies in all sectors align with their partners in the financial industry on environmental, social, and governance (ESG) issues.

Founded in 2001 by a team of PhD-trained scientists, SustainServ has offices in Zurich, Switzerland, Munich, Germany, Boston, Massachusetts and Nashville, Tennessee. At our core, we are a global team with global perspectives. We have a wide range of academic backgrounds and professional experience, but most importantly, we are engaged and passionate about sustainability. Our team members are great listeners, excellent writers and skilled at quickly understanding our clients' specific needs. We have an eye for detail, yet never lose sight of the bigger picture.

To apply, please submit a resume, cover letter and any other supporting materials to jobs@sustainserv.com.