

Sustainability Excellence Sustainability Adviser

Sustainability Excellence is a fast-growing firm, based in Jordan, providing a full range of sustainability services to companies and governments in the Arab world. We view sustainability management as the next step in management excellence and central to business innovation and competitiveness. Our clients are amongst the leading companies and organizations in the region in pioneering sustainability management and reporting. They span 6 countries and more than 15 sectors.

Main Tasks:

- Participate in teams providing sustainability strategy and management consulting services to clients
- Offer specialized consulting and knowledge in one or more areas of: sustainability management, environmental management systems and environmental performance, occupational health and safety management systems and performance, human resource and labour management and performance, stakeholder engagement, sustainability reporting
- Interact directly with clients throughout all stages of the project cycle
- Write project reports for clients
- Proposal writing - Proactively seek out new business as well as responding to requests for proposals
- Undertaking or coordinating research, benchmarking and other knowledge management as may be required

Skills Required:

- Efficient, highly effective work ethic - able to work in a fast-paced environment
- Ability to effectively engage with business representatives on a challenging and leading edge management topic (at all levels including most senior levels)
- Ability to listen to and understand client circumstances and considerations, and respond with appropriate solutions
- Ability to think both strategically and operationally
- Ability to work well within a team, and/or lead a team
- Ability to manage and meet deadlines and budgets
- Highly proficient with computers, Internet, and Microsoft Office (Word, Excel, PowerPoint), and Microsoft Outlook
- Can-do attitude and willingness and ability to learn quickly

Knowledge Required:

- Knowledge of sustainability trends and sustainability management and reporting
- Knowledge of one or more standards and guidelines including the Global Reporting Initiative G3 Guidelines, Accountability 1000, ISO14001, OHSAS18001, ISO9001, Investors in People, Social Accountability 8000
- Knowledge and familiarity with common management systems and approaches such as EFQM and Balanced Scorecard

Language Proficiency:

- Fluency in English – reading, speaking, writing
- Fluency in Arabic - reading, speaking, writing - is a definite asset

For more information please email hr@sustainabilityexcellence.com