



HELIKONIA ADVISORY SDN BHD (827564-T)

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Position: Project Coordinator

Helikonia is looking for a Project Coordinator to support our client work on environmental, social and governance (ESG) disclosure, sustainability strategy and stakeholder engagement. We are a small advisory company specialising in developing sustainability reports and policies, and supports a wide range of organisations in working together on projects related to deforestation, human rights and sustainable production and consumption. We are based in Kuala Lumpur, but have a large network of colleagues across the world who we work with in virtual teams.

The job scope will be constantly evolving, depending on client projects and your own performance, but will focus on:

- Drafting sustainability reports for high profile clients
- Analysing and interpreting data sets for reporting
- Conducting research, benchmarking and sustainability assessments for reporting and disclosure projects
- Carrying out stakeholder engagement interviews and surveys with key people across various sectors and industries
- Supporting with communication materials for clients and Helikonia
- Supporting project lead/manager with project coordination and management
- Supporting technical/data manager with data collation processes
- May be required to liaise with clients directly.

We hope to get a colleague who is:

- **Flexible:** You will be working closely with large teams across the world, so it is essential that you are flexible about working hours to accommodate time zone differences
- **Adaptable:** Job priorities and requirements may change and require you to learn new software skills or familiarise yourself with new topics outside your field of expertise
- **Meticulous:** Quality of our work is essential, and we expect each team member to take responsibility for outputs and undertake peer review and quality control of project deliverables.

We would expect you to have:

- A Master's degree in a field related to sustainable development. This can range from economics, legal, business, natural and social sciences
- High proficiency in English writing and speaking is critical for this role
- Excellent research and analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy
- Good project management skills, including an ability to work with deadlines
- Robust experience with MS Office and willingness to learn additional IT skills
- Ability to work within a team and report to a manager
- Candidates with at least 1-2 years' experience in a related field will be preferred
- Familiarity with ESG topics is not required, but is a plus.

What we offer:

- A friendly working culture as part of a small, energetic team based in KL
- Opportunities to engage with a large network of companies and international NGOs as part of the job
- Flexible hours and partial work-from-home on agreement
- A competitive salary, private health insurance (subject to approval), generous performance-based bonus scheme
- Opportunity to grow and expand the role: If you do well our flat structure allow for ongoing evolvement of opportunities.

To learn more about Helikonía, please visit www.helikonia.com.my

If you are interested in this role, please send a cover letter and a CV by **16 September 2022** to info@helikonía.com.my.