

Senior Researchers

LONDON – NEW YORK - SANTIAGO

Competitive salaries, performance-related pay and benefits

Corporate Citizenship is a global management consultancy specialising in corporate responsibility and sustainability. We have around 40 people in five locations around the globe. We advise companies on their strategies for responsible and sustainable business. We are one of the longest-standing specialist, global consulting firms and work with a wide range of companies from global leaders to those starting out on their corporate responsibility journeys.

We are now hiring **THREE** new Senior Researchers to join our busy teams in London, New York and Santiago – these are additional roles to meet the growing demands for our services. All applicants must have unrestricted right to work in the location to which they apply. These exciting roles support team members around the globe by conducting detailed research and numerical analysis and then summarizing, and analysing the information across a range of corporate responsibility and sustainability areas. The candidates should be highly effective in capturing, analysing and presenting information on a variety of subjects to effectively meet clients' needs. Senior Researchers contribute to the maintenance of good client relationships and help identify opportunities to generate income.

Locations: Manhattan, New York, United States; London, UK; Santiago, Chile.

The key activities will include:

- Project-related research to identify accurate and relevant information from company websites, articles, reports, and third-party websites:
 - Detailed research on a wide range of corporate responsibility and sustainability topics, companies, and organizations.
 - Data collection and analysis – for example, benchmarking by collecting and comparing information on the corporate responsibility/sustainability targets and performance of a selection of organizations using Excel.
- Writing skills in Microsoft PowerPoint and Word.
 - Drafting of reports in Word for different business audiences, using simple language to explain sometimes complex ideas.
 - Preparing presentations in PowerPoint, including distilling information down to create clear and compelling slides.
 - Publishing – writing your own ideas into punchy and publishable blogs and articles
- Organizational support.
 - Helping to organize internal and external meetings, workshops and interviews.
 - Liaising with business clients, for example on the telephone as part of a role coordinating a project
 - Creating and delivering to project management plans for client projects.
 - Providing some administrative support to project managers (e.g. setting up an online survey).
- Client interaction.
 - Participating in some client facing activities such as interviews, focus groups, and workshops under supervision.

You must demonstrate the following skills and experience in your application:

1. Excellent academic achievements and 1-3 years relevant experience, for example in analysis/research, business, advisory, or other role.
2. Experience in research and evaluation with strong analytical skills.
3. Excellent written communication skills with strong attention to detail.

4. Advanced Microsoft PowerPoint, Word, and Excel skills.
5. Ability to work on multiple projects and deliver to tight deadlines.
6. Good team player who is able to effectively communicate and build working relationships, including internationally.
7. Understanding of corporate responsibility and sustainability either through work experience or technical or academic training.
8. Critical thinking, fast learner, proactive, and flexible.

This position will suit someone who is looking to develop a career in corporate responsibility and sustainability as it will provide a wide range of experience in this rapidly evolving field.

Applications

Please read carefully. The deadlines and application routes vary by office.

***** You must have unrestricted right to work in the location that you apply for. We cannot sponsor work Visas*****

To apply send your resume/CV and a short cover letter. Your cover letter/email should outline:

- Past experience that illustrates how you meet the eight specific requirements.
- Why you are the best candidate for the job.
- Your salary expectations.
- Your eligibility to work in the office you are applying for.

You must select **ONE** office to apply to:

- a) For LONDON, UK please send this information by **6th March 2016** to: recruitment@corporate-citizenship.com.
- b) For NEW YORK, USA please send this information by **13th March 2016** to seniorresearcher@corporate-citizenship.com
- c) For SANTIAGO, Chile, please send this information by **13th March 2016** to chile@corporate-citizenship.com

www.corporate-citizenship.com

Sustainability: Simplified