

Senior Researcher / Analyst

Competitive salary, performance-related pay and benefits

Corporate Citizenship is a corporate responsibility and sustainability management consulting company with 35 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 Senior Researcher/Analyst to join our busy team in New York. This exciting role supports team members around the globe, with an emphasis on the United States, by conducting detailed research and numerical analysis and then summarizing, and analysing the information across a range of corporate responsibility and sustainability areas. The candidate 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.

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 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.
 - Organizing internal and external meetings, workshops and interviews.
 - Liaising with business clients, for example on the telephone as part of a role coordinating a project
 - Setting 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. To apply please send your resume and a cover letter outlining:

- 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 US.

Please send this information to: recruitment@corporate-citizenship.com.

Location: Manhattan, New York, United States

Corporate Citizenship is a global corporate responsibility consultancy that uses clear insight and a pragmatic approach to sustainability to deliver growth and long-term value for business and society. We work globally across industry sectors. Our work takes us to Europe, North America, Asia, Africa and Latin America. We help our clients make the smart choices that will enable them to survive and thrive in an increasingly challenging business environment. Corporate Citizenship promotes the idea that companies can be a force for good profitably.

Application deadline: June 5, 2015