



Report Services Analyst

Start Date: 1 April 2021, 40 hrs p/w. (€ 26.500 / € 28.000 gross per year on full time basis)

Location: Amsterdam, the Netherlands.

Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

The postholder will be responsible to work on several Report Services that GRI is offering to GRI sustainability report preparers. The postholder will also support GRI's other programs and tools, offered through the Services team. Furthermore, the post holder will assist the line manager and/or team members in administrative tasks following instructions and procedures, using excellent planning, and organizing skills, to respond to daily deadlines. The role is customer focused as it includes extensive, daily customer communication and support for the services customer base and GRI's network. The postholder will work in an international and multi-cultural setting. The role is based in the Netherlands and the postholder must be eligible to live and work in the Netherlands. For the time being, all GRI staff are working remotely.

Job responsibilities

- Carry out [GRI Report services](#) and handle related communications and administration, following team workflows and processes
- Perform administrative tasks as assigned. Examples include, but are not limited to, assisting with financial administration, updating internal and external documents, managing team and personal inbox, updating information on GRI's website, manage and analyze data, help setting up meetings, maintain surveys and analyze survey results, researching for services supporting with overall services and programs offering.
- Gain and maintain an excellent level of knowledge of the GRI Sustainability Reporting Standards (GRI Standards) as well as GRI's services and programs.
- Inform GRI reporters about service requirements and processes, provide services orientation to internal and external contacts
- Explain and pitch GRI Report services and other programs and tools to existing and prospective clients
- Collaborate closely with other team members and assist the manager to ensure accurate and up-to-date information on the services
- Other tasks related to GRI and GRI services, as assigned.

Key competencies / Requirements

- Bachelor's degree or equivalent professional education at HBO level
- Demonstrated experience in conducting analytical assessments and writing formal reports as part of studies or previous working experience
- Experience using the Microsoft Suite of programs
- Fluency in written and spoken English and in one of the following languages: German or Spanish.
- Minimum one-year work experience, through internships, traineeships, or past positions, preferably in a customer- service role.
- Affinity with the mission and vision of GRI as well as the GRI Standards is a plus
- Additional language skills in Italian or Turkish is a plus.



About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply

Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET), **Monday 15th March 2021**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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