



## Report Services Analyst

**Start Date:** ASAP, 40 hrs p/w. with Working Time Reduction benefit

**Location:** New Delhi, India or Amsterdam, the Netherlands

**Contract:** 1 year initially – extension by mutual consent

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### Position summary and job purpose

Based in GRI's Services team, this position is focused on delivering essential Alignment Services to a wide range of international organizations, supporting them to prepare transparent sustainability reports based on the GRI Standards. This important, customer-facing role requires high levels of attention-to-detail as well as excellent people skills. The ideal post holder will be capable of working independently and conscientiously to deadlines. They will have a good awareness of the GRI Sustainability Reporting Standards ('GRI Standards'), or be able to develop technical knowledge quickly, and a natural instinct for continuous improvement. As well as delivering Services and supporting the team's development, the post-holder will assist the line manager and team members in administrative tasks and be capable of working effectively in an international and multi-cultural setting.

This is an ideal post for someone who enjoys working with international clients, is a team player, and wishes to develop their knowledge of sustainability reporting. The role is open to both GRI Amsterdam office or the GRI Regional Network office in New Delhi, and the postholder must be eligible to live and work in the applicable country (Netherlands or India) at the time of application.

### Job responsibilities

- Deliver **GRI Report services** and handle related communications and administration, following team workflows and processes.
- Perform tasks relevant to the area. Examples include: updating internal and external documents, managing data, and carrying out research designed to improve the range of services offered by GRI.
- Gain and maintain an excellent level of knowledge of the GRI Sustainability Reporting Standards GRI Standards as well as GRI's other services and programs.
- Inform GRI reporters about service requirements and processes and provide orientation about the Services to internal and external contacts as required.
- Collaborate closely with other team members and assist the manager to ensure accurate and up-to-date data is collected on the services.

### Key competencies / Requirements

- Bachelor's degree or equivalent professional education at HBO level.
- Ability to organize effectively.
- Experience of carrying out analysis and writing formal reports.
- Experience using Microsoft Suite. In particular, knowledge and experience of using Microsoft Dynamics would be a plus.
- Fluency in written and spoken English and Hindi. The ability to communicate clearly and concisely in both languages is essential for this role.
- Minimum one-year work experience, through internships, traineeships, or past positions, preferably in another customer-service role.
- A good team player that enjoys teamwork, and has good communication skills.
- Affinity with the mission and vision of GRI and knowledge of the GRI Standards.
- An awareness and understanding of the wider context of sustainability reporting, and/or a background in quality, auditing, accountancy or related fields would be considered an advantage.



## 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 who are **eligible to live and work either in the Netherlands or India** are invited to submit their resume and letter of interest, written in English, to: [recruitment@globalreporting.org](mailto:recruitment@globalreporting.org). The deadline for applications is **12noon 30 November 2022**. GRI appreciates all expressions of interest, but only short-listed applicants will be contacted.

GRI, Attn. Human Resources

Visitors' address: Barbara Strozilaan 101, 1083 HN, Amsterdam, The Netherlands

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