



Services Analyst

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

Salary: € 29.500 / € 30.000 gross per year on full time basis

Location: Amsterdam, the Netherlands.

Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

Based in GRI's Certified Software and Tools (CST) team, these positions focusses on working with a wide range of software developers who want to use the GRI Standards in their sustainability reporting and tracking tools and platforms.

This important, customer-facing role requires excellent people and account management skills, as well as the ability to critically review the design of digital tools and platforms to ensure they are using the GRI Standards in an appropriate manner. The ideal post holder will be an inquisitive problem solver who is proactive, results driven and capable of working independently. Understanding of the GRI Standards and/ or trends in sustainability platforms and tools is desirable, but not essential.

This is an ideal post for someone wanting to contribute positively to create a sustainable future. The role is based in the Amsterdam and the postholder must be eligible to live and work in the Netherlands at the time of application. All applicants should, however, note that GRI staff practice a mix of remote working and working from the office.

Job responsibilities

- Establish and maintain strong partner relationships with organizations applying to the CST program.
- Assess the requirements of partner organisations through discussions and reviews of their platforms.
- Carry out checks on the use of GRI Standards and provide certification to software platforms.
- Develop and maintain an excellent level of knowledge of the GRI Sustainability Reporting Standards and GRI's other services and programs.
- Collaborate closely with other team members and help support and drive new improvements to certification processes.
- Manage administrative tasks as required, including the updating of internal account management systems; file management and support for invoicing, where required.
- Other tasks related to GRI and the CST program, as assigned.

Key competencies / Requirements

- Bachelor's degree or equivalent professional education at HBO level.
- Ability to organize and prioritize own work effectively in line with deadlines.
- Attention to detail.
- Experience using the Microsoft Suite of programs.
- Fluency in written and spoken English.
- Minimum one-year work experience, through internships, traineeships, or past positions.
- Affinity with the mission and vision of GRI and awareness of the GRI Standards.



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 in the Netherlands are invited to submit their resume and letter of interest, written in English, to: recruitment@globalreporting.org. The deadline for applications is **12.00 noon (CET), 30 September 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

T: +31 (0)20 531 00 00 www.globalreporting.org

