



Report Services Analyst

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

Salary: € 28,000 / € 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 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 and wishes to develop their knowledge of reporting using the GRI Standards. 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, for the time being, all GRI staff are working remotely.

Job responsibilities

- Deliver [GRI Report services](#) and handle related communications and administration, following team workflows and processes.
- Perform administrative tasks as assigned. 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.
- Other tasks related to GRI and GRI services, as assigned.

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 the Microsoft Suite of programs.
- Fluency in written and spoken English and, ideally, one other language. The ability to communicate clearly and concisely in English is essential for this role.
- Minimum one-year work experience, through internships, traineeships, or past positions, preferably in another customer-service role.



- 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 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 in the Netherlands are invited to submit their resume and letter of interest, written in English, to: recruitment@globalreporting.org. Applicants residing outside the Netherlands will be offered consultancy agreements. The deadline for applications is **12.00 noon (CET), 01 July 2022**. GRI appreciates all expressions of interest, but only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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