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# Example of Sustainability Analyst Job Description

Our company is looking for a sustainability analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for sustainability analyst

* Researches and applies for credit, rebate and tax incentive programs that will help drive our sustainability goals
* Communicates both conversationally and in writing in a clear, professional manner
* Performs highly detailed work
* Plans organize and prioritize in a highly effective manner
* Assists broader team on high priority or fast-turn around projects
* 3-5 years’ post CA/CPA qualification experience
* Experience in a large organisation preferred
* Generation of a data base of market-based global electricity carbon emission factors
* Documentation of work and findings
* Presentation of relevant findings

## Qualifications for sustainability analyst

* Willingness to travel occasionally ~ 5-10% of time
* Strategic Analysis - Numerical analysis of data, identifying trends, measuring KPI's, driving growth and providing insights through analysis
* Stakeholder Support – Provide insight and analysis to the national facilities and sustainability operations team for the shopping centre portfolio
* Initiatives – Support the delivery of a range of local and Australian Finance Business Plan initiatives that add value to the bottom line and improve company performance
* Budgeting & Forecasting – Manage insightful budget and forecast processes including LTF to and support of project financial forecasts
* 7+ yrs exp in data management and analytics, programming and/or IT with specific experience in managing information and reporting in a commercial environment