Downloaded from <https://www.velvetjobs.com/job-descriptions/sustainability-analyst>

# Example of Sustainability Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of sustainability analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for sustainability analyst

* Designing new operating models to deliver strategic change, improve organization agility and/or capture value from M&A
* Excellent communication skills, both verbal and written along with professional presentations skills, including the ability work with stakeholders at all levels
* Excellent report writing skills, analytical approach and high attention to detail
* Knowledge of ISO5000, ESOS and GRI G4 would be advantageous but are not essential
* Reporting on individual responsibilities of the EPR for each applicable country
* Analysis to determine metrics in regards to collection & recycling costs associated with individual packaging or WEEE components within each submission
* Create and distribute newsletters, webinars, internal and external announcements, leadership blogs, case studies, and other communications as required
* Provide recommendations to optimize content for external search engines, and ensuring consistency of layout, branding and user experience
* Support the team’s needs and the delivery of the global CR&S strategy, including creation of Power Point presentations, maintaining contact lists and databases
* Managing the social impact reporting process, and coordinating logistics around events, meetings, and other areas as appropriate

## Qualifications for sustainability analyst

* This role can virtual for the right candidate
* Currently pursuing a Bachelors, Masters or PhD in engineering, mathematics or related field, and returning to the program after completion of the internship
* Strong interest in environmental sustainability as demonstrated by coursework and/or extracurricular interests
* Certification would be beneficial
* A minimum of 4 years total experience
* Relevant functional experience with Human Capital Management is recommended