

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING SPECIALIST. TAGUIG, PHILIPPINES (THE)

Avia Solutions Group Global Services Philippines is looking for an **ESG Reporting Specialist**. The ideal candidate will have strong analytical skills and experience in data analysis, reporting, and visualization. Proficiency in Excel and PowerPoint is required, while experience with PowerBI and the aviation industry is a plus.

This role involves supporting our Environmental, Social, and Governance (ESG) initiatives by raising awareness, contributing to reports, organizing trainings, and engaging stakeholders through communication channels. The ideal candidate can manage multiple tasks and work collaboratively across departments.

This position will report to the ASG Global Services Philippines office in BGC, Taguig, under a hybrid setup, working mid-shift schedule.

Key Responsibilities:

1. ESG Report:

- Update and refine the quarterly ESG report by gathering content and data from various teams.
- Collaborate with the Marketing team to ensure alignment with branding standards.

2. ESG Awareness Strategy:

- Research and identify ESG-related initiatives.
- Create and post engaging content to increase awareness of ESG topics monthly.

3. ESG Workshop Support:

- Assist in developing materials and provide support during ESG workshops.

4. ESG Trainings:

- Ensure training materials are clear and aligned with company ESG objectives.

Qualifications:

- Bachelor's degree in Communications, Sustainability, Business, or a related field.
- 3-4 years of relevant experience in corporate communications, sustainability, or a related discipline.
- Strong writing and editing skills, with the ability to present complex ESG topics in an accessible and engaging manner.
- Ability to manage multiple tasks and projects efficiently, with attention to detail.
- Familiarity with ESG principles, sustainability reporting, and global initiatives (e.g., UN Global Compact).
- Creative and design-oriented mindset for creating compelling visuals and presentations.

- Excellent communication and interpersonal skills, with the ability to work collaboratively across teams.
- Experience in organizing training programs or workshops is a plus.

Personal Attributes:

- Attention to detail
- Cooperation
- Communication
- Responsibility
- Organizational skills
- Flexibility

The Benefits of being part of our Team:

- Opportunity to work in a forward-thinking company committed to sustainability
- Join an inclusive and dynamic team where your insights are valued, and innovation drives success.
- Access tailored learning programs, mentorship, and clear pathways to enhance your skills and grow in your professional journey.
- Benefit from a flexible work environment and comprehensive perks that support your personal and professional well-being.
- Receive competitive compensation and recognition for your contributions to the team.

A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.