



Sustainability Analyst/カスタマーサービス | 未経験者・新卒の方歓迎！環境問題に興味がある方

【働き方柔軟】 Have fun and make an impact!

## Job Information

### Hiring Company

EcoVadis

### Subsidiary

EcoVadis Japan K.K.

### Job ID

1500062

### Industry

Other

### Company Type

Large Company (more than 300 employees) - International Company

### Non-Japanese Ratio

Majority Japanese

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

Negotiable, based on experience

### Refreshed

February 4th, 2025 01:00

## General Requirements

### Career Level

Entry Level

### Minimum English Level

Business Level

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

EcoVadis is the leading provider of [business sustainability ratings](#). Our solutions are backed by an international team of experts and powerful technology. We analyze data and build sustainability scorecards that give companies actionable insights into their environmental, social and ethical risks.

**Why apply to EcoVadis?** Be a part of the global sustainability change in business. Grow your career. Work with extraordinary people. Feel valued for your contribution.

## Job Description

Our Evaluation Services department produces independent, trusted and actionable ratings and insights that empower all companies to continuously improve their sustainable business practices, ultimately contributing to a positive change at a global scale.

As a Sustainability Analyst you will assess and report on the quality and robustness of the sustainability management systems of companies from all over the world.

Data analysis will be primarily qualitative, centered around the analysis of a company's management system documentation. You will become an expert in applying the EcoVadis methodology, built on the most rigorous international Corporate social responsibility (CSR) standards and frameworks (for example: GRI, ISO 26000), already 15 years in evolution. In a state of virtuous advancement, the methodology continues to be driven forward by strong market forces, societal expectations and emerging regulation.

In this role, you will bring your unique skills to add value to our approach. Quality is a non-negotiable part of our work, all our analysts follow a set of analysis guidelines to ensure we're working in concision. Attention to detail, being adaptable to change and acquiring new skills quickly are key to your success in the rating process. We are a team of sustainability changemakers rallying together to drive positive impact to business practices across the world and we can't wait to have you join us!

### Day to day activity of the role

- Assess a company's management system documentation, applying the EcoVadis methodology during the entire analysis process
- Understanding of sustainability management system documentation provided by rated companies, extraction and synthesis of material sustainability data related to environmental, social, ethics and supply chain
- Follow up with rated companies when needed, to clarify specific issues related to their assessment
- Review regularly updates regarding EcoVadis methodology and apply them to assessment process
- Complete quality checks during assessment process
- Working on daily targets
- Confirm the implementation of a rated company's sustainability management system components using the EcoVadis methodology guidelines.
- Additional responsibilities related to the function may be required.

### How you will grow

When you join the team you will be welcomed into a robust training program designed to master the topics of sustainability, including the EcoVadis methodology, and assess a company's sustainability management system with confidence. You will have training coordinators dedicated to your professional growth in the first month, supported by senior analysts providing feedback and suggestions on your work. Once your training is completed, you will begin working on a greater diversity of companies, increasingly complex with a variety of unique contexts.

In addition, you will also have the opportunity to gradually pivot some of your time to work on development projects to grow other aspects of your career. These projects often include colleagues from our international team of analysts.

## Required Skills

### Qualifications

- Minimum 6 months professional experience, ideally in a related field that focused on Sustainability or Sustainable Development
- Fluency in English and Japanese (reading, writing and oral) - other languages are a plus
- Preferably Bachelor's degree with focus on Sustainability as a plus
- Proficiency in G-Suite applications
- Strong reading and comprehension skills
- Demonstrate analytical skills and attention to detail
- Confidence to work independently and autonomously, manage time effectively and know when to ask for help
- Ability to work to daily targets
- Being adaptable to change
- Communicate with honesty and kindness
- Collaborative and seeks to build trusting relationships

### Additional Information

- Beginning: 13 January, 2025
- Full time position
- Location: Yotsuya Tokyo

### In return for your expertise and energy, we offer:

- Working Hours: 40 hours per week from Monday to Friday
- Social Insurance
- Commuting Allowance
- Work Model: Hybrid Work Model
- 正社員

**Don't fit all the criteria but still think you'd be a good candidate?** Please apply anyway to give our hiring team the opportunity to assess your skills and to learn more about what you could bring to EcoVadis. We're interested in hiring

capable people, regardless of professional and educational background.

**Can the hiring process be adjusted to suit my needs?** Yes. We want everyone going through the hiring process with EcoVadis to feel confident that you are able to demonstrate your full potential. We welcome applications from disabled people, people with long-term health conditions and neurodiverse candidates. If you need any adjustments, please let the hiring team know.

**Our team's strength comes from everyone's uniqueness and is founded upon mutual respect** . EcoVadis commits to equity and inclusion and does not accept any form of discrimination based on color, national or ethnic origin, ancestry, citizenship, religion, beliefs, age, sex, gender identity, sexual orientation, neurodiversity, disability, parental status, or any other protected characteristic that makes you unique.

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Company Description