



ThinkZero

WE ARE HIRING GRADUATES (ADVISORY)

Sustainability & ESG Graduates

We are seeking two passionate, dynamic and adaptable Sustainability & ESG Graduates to join our team full-time. ThinkZero is in the early stages of growth, and as our Graduates you'll play a pivotal role in supporting our Sustainability Project Manager and CEO to deliver top-notch, market-leading client outcomes in sustainability.

SEND US YOUR CV:

admin@thinkzero.co

1 300 7 THINK

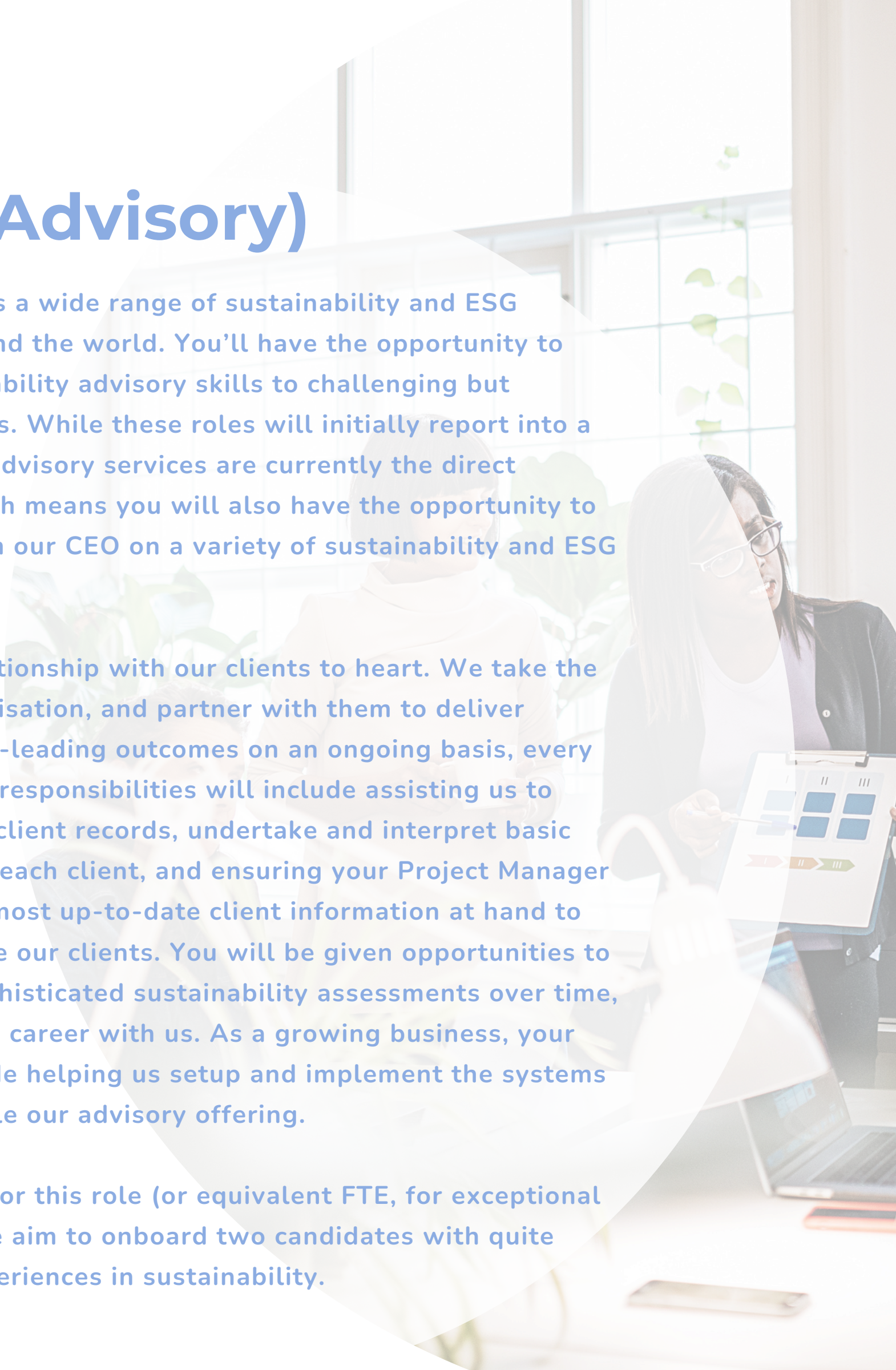


Graduates (Advisory)

You will gain experience across a wide range of sustainability and ESG projects in Australia, and around the world. You'll have the opportunity to gain and apply critical sustainability advisory skills to challenging but impactful and fulfilling projects. While these roles will initially report into a Project Manager, ThinkZero's advisory services are currently the direct responsibility of our CEO, which means you will also have the opportunity to directly support and learn from our CEO on a variety of sustainability and ESG issues and topics.

At ThinkZero, we take our relationship with our clients to heart. We take the time to understand their organisation, and partner with them to deliver bespoke, impactful and market-leading outcomes on an ongoing basis, every time. This means your primary responsibilities will include assisting us to maintain accurate and current client records, undertake and interpret basic sustainability assessments for each client, and ensuring your Project Manager and our CEO always have the most up-to-date client information at hand to inform our decisions and advise our clients. You will be given opportunities to be involved in increasingly sophisticated sustainability assessments over time, advancing your knowledge and career with us. As a growing business, your responsibilities will also include helping us setup and implement the systems we need as we continue to scale our advisory offering.

We intend to hire two people for this role (or equivalent FTE, for exceptional part-time candidates), with the aim to onboard two candidates with quite different backgrounds and experiences in sustainability.



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Graduates



REQUIREMENTS:

- A tertiary qualification or similar in sustainability science, policy or economics, sustainable development, ESG, geography, natural resource management, environmental studies, sustainable energy systems, or just transition, for example.
- Deep passion and curiosity about several aspects of sustainability/ESG.
- Strong organizational abilities, with the capacity to manage multiple tasks and stakeholders concurrently and prioritise effectively.
- Proficiency and understanding of professional etiquette in email management and document handling. Impeccable professionalism, and exceptional attention to detail.
- Ability to exercise discretion and maintain confidentiality when dealing with sensitive client information.
- Excellent communication skills in English, both written and verbal, for effective client and team interactions.
- Proactive problem-solving approach and ability to thrive in a dynamic work environment.
- Flexibility and adaptability to changing priorities and responsibilities.
- Highly competent in Microsoft Office, especially Excel and PowerPoint.

DESIRABLE:

- Demonstrable understanding or previous experience with client relationship management.

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Graduates



- Previous experience in an internship or similar role, ideally within a consulting or professional services environment.
- Ability and availability to occasionally join virtual meetings with international clients in different time zones.

RESPONSIBILITIES:

- Support your Project Manager to design, scope and deliver practical and top-quality outcomes for our sustainability and ESG advisory clients around the world.
- Assist in coordinating and managing team projects and external engagements to ensure seamless workflow and client experience.
- Deliver assigned tasks on-time and in-scope, to the expected quality standard. Discernment to know when to ask for help and/or clarification about assigned tasks.
- Keep track of your hours on client projects and assist in generating reports as necessary.

SALARY:

For the right candidates, we are prepared to offer AUD82,500 excl. super for this role.

DIVERSITY, EQUITY & INCLUSION:

As a sustainability business, we take our commitment to people just as seriously as our commitment to planet. We have seen firsthand, and we embrace that it takes a wide array of perspectives and life experiences to get top-notch sustainability work done. As long as you have Australian work rights, peoples from all walks of life are strongly encouraged to apply.

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