

ThinkZero

The whiteboard features a project management diagram with three main sections: 1-COMMUNICATION (Brainstorming, Tactics, Strategy), 2-DEVELOPMENT (Requirements, Design, Process), and 3-COMPLETION (Testing, Marketing, Delivery). It also includes a pie chart labeled '30%', a line graph labeled 'GROWTH', and a calendar for the week of Monday to Thursday. The calendar shows various activities like 'W.R.', 'CHAIRMAN MEETING', 'TRAINING', 'TCS PARTNERS', 'LUNCH (NORTH HALL)', 'PROJECT DELIVERY', and 'COACHING (WORK)'.

WE ARE HIRING PROJECT MANAGER - SUSTAINABILITY

Project Manager (Sustainability Advisory)

We are looking for a **sustainability consultant with project management experience** to join our team full-time.

ThinkZero is in the early stages of growth, and as our Project Manager you'll play a pivotal role in directly supporting our CEO to manage and deliver technical work and market-leading client outcomes in ESG and sustainability.

SEND US YOUR CV:

admin@thinkzero.co

1 300 7 THINK

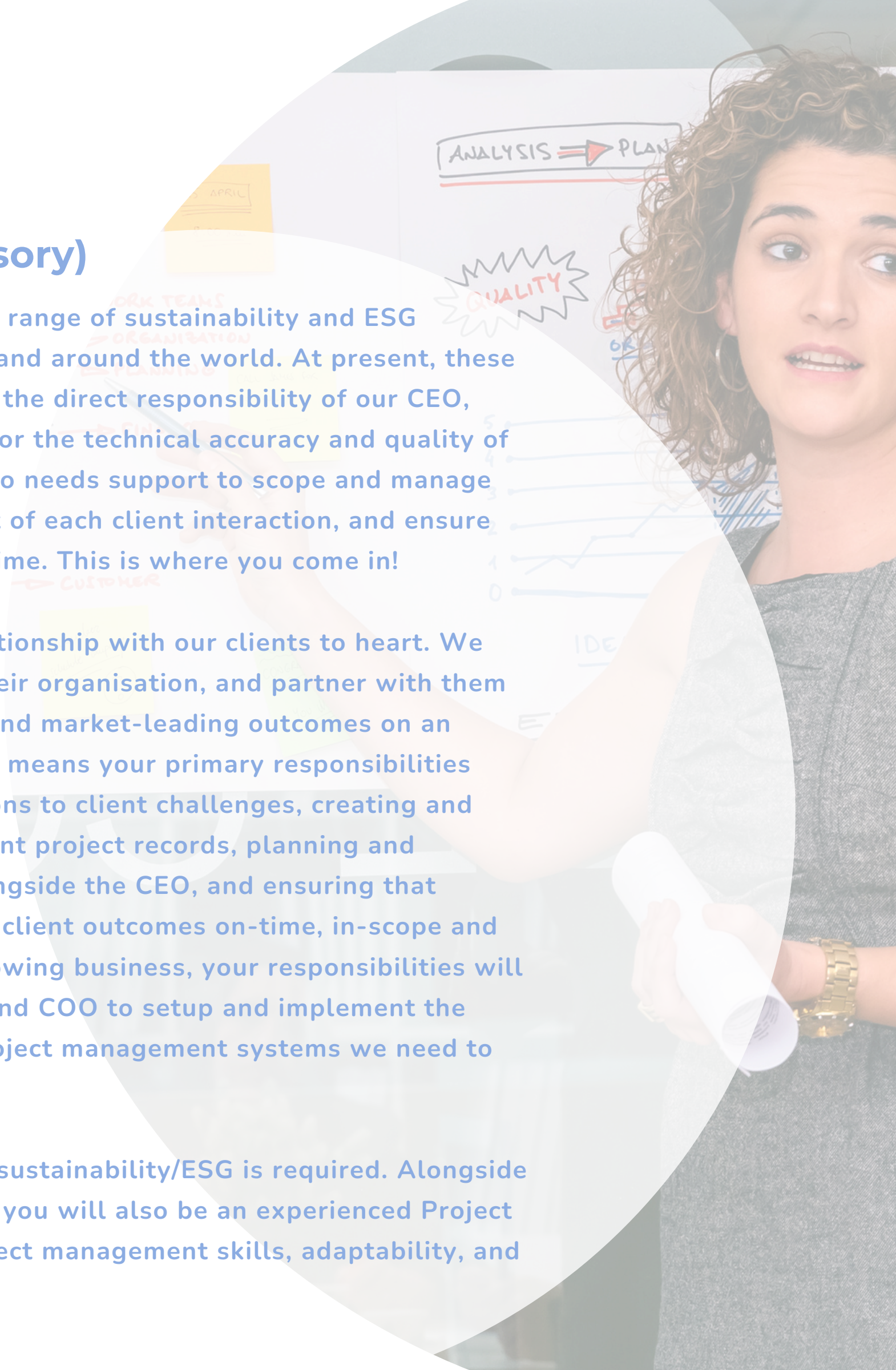


Project Manager (Sustainability Advisory)

ThinkZero works across a wide range of sustainability and ESG advisory projects in Australia, and around the world. At present, these advisory services are currently the direct responsibility of our CEO, who will retain responsibility for the technical accuracy and quality of our advisory work, but who also needs support to scope and manage each engagement, stay abreast of each client interaction, and ensure deliverables are delivered on time. This is where you come in!

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 co-creating solutions to client challenges, creating and maintaining accurate and current project records, planning and implementing each project alongside the CEO, and ensuring that ThinkZero continues to deliver client outcomes on-time, in-scope and on-budget every time. As a growing business, your responsibilities will also include helping the CEO and COO to setup and implement the technical sustainability and project management systems we need to scale our advisory business.

Background and experience in sustainability/ESG is required. Alongside your sustainability experience, you will also be an experienced Project Manager with exceptional project management skills, adaptability, and the right cultural fit.



ThinkZero

Project Manager



REQUIREMENTS:

- An advanced tertiary qualification or similar in business or project management, or in a sustainability/ESG field. ThinkZero will consider candidates with equivalent experience in lieu of a degree.
- Significant project management experience within a dynamic work environment, preferably in consulting or other professional services. Ability to manage several client projects simultaneously, and adaptability to changing priorities and responsibilities.
- Demonstrable ability to manage a small team of sustainability analysts and specialists to deliver exceptional client outcomes.
- Experience with client relationship management, and proactive problem-solving.
- Strong organizational abilities, with the ability to manage multiple tasks and stakeholders concurrently and prioritise effectively, all while maintaining attention to detail.
- Passion and curiosity about several aspects of sustainability/ESG.
- Excellent communication skills in English, both written and verbal, for effective client and team interactions.

STRONGLY DESIRED:

- Cultural awareness – experience and patience navigating relationships and managing projects involving peoples from different countries and cultures with varying professional norms.
- Ability and availability to occasionally join virtual meetings with international clients in different time zones.

ThinkZero

Project Manager



RESPONSIBILITIES:

- Support the CEO to design, scope and deliver practical and top-quality outcomes for our sustainability and ESG advisory clients around the world.
- Coordinate and manage ThinkZero's advisory projects and external engagements to ensure seamless workflow – from leads to project scoping, every phase of delivery, and project close – and on-time, in-scope delivery. You will do this by engaging with and managing the expectations of multiple stakeholders on both the ThinkZero- and client-side of each engagement.
- Support the CEO and COO to setup and implement the technical sustainability and project management systems we'll need as we continue to scale our advisory offering.
- Keep track of hours on each project across the team to understand capacity and utilisation. Diagnose and make corrections where necessary and assist in generating reports as needed.

SALARY:

For the right candidate, we are prepared to offer AUD130,000 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.

thinkzero.co

ThinkZero

