

Project Manager for Kuala Lumpur office

CSR Asia is looking for a Project Manager to help service our clients in Malaysia and beyond. You will be a great communicator with strong writing skills, and a keen interest in corporate responsibility. You must be a self-starter, and have a good understanding of the private sector.

We can offer you a flexible and friendly work environment, with plenty of opportunities for networking with partners and colleagues around the region, and an ability to create your own work portfolio.

Your role:

- Designing and analysing company surveys, including preparations of reports
- Preparing sustainability reports
- Delivering in-house and public training
- Representing CSR Asia at multi-stakeholder functions and to clients
- Building our Strategic Partner programme and increasing Malaysian membership
- Supporting the Director in developing new business and activities
- Contributing to the CSR Asia website and blog

Your skills:

- A Bachelor's or higher degree
- Minimum 3 years experience in a role with significant communications aspects
- Good presentation skills
- Excellent English writing skills
- Fluent spoken Bahasa Malaysia essential
- Knowledge of Bahasa Indonesia an advantage
- Ability to analyse and organise complex data an advantage
- Knowledge and experience of CSR, Governance or sustainable development issues a plus, but not a prerequisite. CSR Asia will provide you with ongoing on-the-job training

Due to work permit restrictions, we can only accept applications from Malaysian citizens or PR's for this role.

Please send your CV and cover letter to Rohayu.ramli@csr-asia.com – please include indicative salary expectation.

About CSR Asia

We are the leading CSR network and advisory organisation within the Asia-Pacific region, with around 40 experts across seven offices. Our work consists of consultancy, research, training and events designed to increase awareness and capacity-building in Asia.