

## ESG Specialist

Established Vienna-based investment fund with focus on CEE region is looking to engage an **ESG Specialist** at the earliest convenience (part-time or full-time).

The successful candidate will be supporting the Head of ESG developing and expanding the Group's sustainability and ESG efforts, overseeing the implementation of the firm's ESG strategy, and leading interactions with portfolio companies and other internal and external stakeholders.

### Your Responsibilities:

- Act as a specialist in cross-company Environmental Social Governance (=ESG) initiatives and corresponding analytics to continuously expand and improve the Group's sustainability efforts and sustainable impact
- Lead and supervise project management work streams around ESG activities, strategy execution, and corresponding implementation of ESG KPIs and dashboards
- Foster systematic alignment of fund companies' corporate disclosures with generally accepted ESG reporting standards and frameworks
- Coordinate activities around successful annual non-financial disclosures (ESG reporting), 3rd party assurance process and various ESG ratings
- Continuously monitor and review changes, updates, and expectations within the broad international sustainability space to successfully position them for changing external requirements and trends and to drive positive impact
- Monitoring ESG developments and maintaining an understanding of the changing EU regulatory landscape
- Developing and implementing ESG reporting in partnership with internal experts
- Advising our international investment team and portfolio companies on ESG disclosure requirements
- Assisting and supporting investment team with ESG due diligence processes
- Enhancing Group's impact management capabilities in line with international CSR
- Working with colleagues across the business on ESG-related projects

### Your Qualifications:

- Bachelor of Science / Business degree (or advanced semester student) ideally related to ESG, Sustainability, Corporate Responsibility, Environmental Sciences, or similar field
- Solid knowledge in the field of ESG, Sustainability and Environment, ideally with a demonstrated track record of implemented initiatives (including academic work)
- Solid knowledge of sustainability and ESG reporting requirements, framework standards (GRI, EU Taxonomy, etc.) and trends
- Ideally (but not a must) a minimum experience of working in non-financial reporting in either a listed company or a consultancy (including part-time assignments)
- Ability to effectively collaborate with internal and external stakeholders & networks (e.g. investment team, portfolio companies, ESG advisors, professional associations, etc.)
- High personal interest and dedication toward sustainability and positive change with a drive to make an impact
- Excellent English skills, German language is a plus
- Proficiency in Microsoft Office Suite
- Strong communication, writing, analytical, and project management skills
- Legal work authorization to work in Austria is required

For further information, or to apply, please contact: [ohler@acp-group.eu](mailto:ohler@acp-group.eu)