

BALWIN PROPERTIES

CAREER OPPORTUNITY



Green Innovation Assistant

QUALIFICATIONS & EXPERIENCE REQUIRED

- Degree or Diploma (preferably in sustainability/green innovation)
- 1-2 Years Working Experience
- Experience Type : Property, Environmental, Sustainability, Data Management

Position Type:	Permanent
Job Role:	Green Innovation Assistant
Location:	105 Corlett Driven, Melrose Sandton
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

SKILLS REQUIREMENTS

- Strong administrative capabilities with good attention to detail.
- Strong communication skills - ability to build strong relationships.
- Accurate reporting and data management
- Able to follow instructions well and to execute tasks efficiently..
- Willing to learn and grow with the team.

DUTIES AND RESPONSIBILITIES

- Require good understanding of Excel and data analysis.
- Completed courses in ESG or sustainability is beneficial.
- 1-5 years experience in sustainability or data handling preferable.
- Assisting the Green Living team with various administration duties, such as diary management, travel, data capturing, document preparation etc.
- Report compilation and preparation.
- Data collection from various stakeholders both internally and externally.
- Providing support to the team.

SKILLS AND TRAITS

- Deadline driven
- Good communication skills
- Ability to work well under pressure
- Ability to work on multiple tasks
- Excellent time management
- Reliable and dependable
- Work in a structured and orderly fashion
- Excellent and planning and organising
- Strong attention to detail

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

