

Position: Sustainability & Reporting Senior Coordinator [click here for apply!!](#)
Location: Rayong

Responsibilities

- Manage the Sustainable program by advocating, collaborating, reporting and facilitating progress towards achieving various sustainability initiatives and goals. Lead and develop work plans for the internal interdepartmental sustainability work group.
- Develop, promote, and present on sustainability initiatives to Leadership Team, Management, department managers and various business and community groups.
- Work across all departments in order to effectively assist in ensuring that relevant departmental procedures and operations are done in such a manner that contribute towards sustainability goals.
- Track the progress of sustainability programs through the development of metrics to measure progress and success in achieving the sustainability goals.
- Deliver external reporting, including sustainability reporting framework, using quantitative and qualitative data
- Incorporate feedback from internal team and/or consultants into external reporting
- Measure and benchmark current sustainability progress against KPIs
- Understand how sustainability reporting landscape is evolving and expand reporting capabilities to other reporting frameworks as company's program and customer needs evolve
- Communicate sustainability plans to broader company and departments specifically impacted by new sustainability initiatives and bring teams together to solve problems
- Continuously assess sustainability progress to suggest adaptations to future direction
- Identify opportunities to improve processes through problem solving and communication skills

Qualifications:

- Bachelor's degree in environmental science, engineering, sustainability or business preferred
- Minimum 5-7 years of experience corporate social responsibility reporting, manufacturing, or the waste industry is a plus Strong analytical skills and the ability to build complex reporting
- Excellent oral and written English and Thai communication skills in English and Thai, organizational, and planning skills are necessary and must have the ability to speak in front of large and small groups without getting flustered.
- Ability to handle multiple tasks in a timely, efficient manner and to manage projects independently from start to finish.
- Prioritize workload and analyze individual situations accordingly Ability to build relationships with leaders and team members and work together on mutual goals
- Utilize independent judgment tied to established procedures and practices when addressing issues related to requests for donations or volunteers.
- Ability to organize and track large amounts of data as well as qualitative information
- Ability to proactively estimate costs and timelines to ensure that projects are delivered on time and according to budget
- Be an active team player, possess a positive and can-do attitude with good personality and strong interpersonal skill
- Enjoy working with people, be community-minded, be outgoing, personable, aggressive, and articulate.
- Strong PC skills: Windows, Word, Excel, Power point, SAP, other digital platforms for promotions/publicity internally.
- Proficient in English communication with required TOEIC 550

All information will be treated as confidential. Only short-listed candidates will be contacted for further interview

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