



### **Job Opportunity at Crescent Steel and Allied Products**

Crescent Steel and Allied Products Limited is a listed Company and its shares are traded on the Pakistan Stock Exchange. The Company's shares are quoted in leading dailies under the Industrial metals and Mining Sector. Starting operations with a pipe manufacturing facility in March 1987, Crescent Steel now has diversified businesses in four defined sectors – engineering, textiles, capital markets and power – spread over six campuses.

We are currently inviting applications from dynamic individuals whose values align with ours for the position of **Officer Sustainability**.

This position is responsible to assist the sustainability function in completion of all activities accurately and timely. Standard (not exhaustive) requirements of the position are listed below:

#### **Position: Officer Sustainability**

#### **Skills:**

##### **Behavioral:**

- Interpersonal Skills
- Knowledge Sharing
- Responsibility and Accountability
- Conceptual Thinking
- Analytical Thinking
- Responsiveness
- Time and Priority Management
- Creativity
- Planning and Organizing
- Attention to Detail
- Courage and Conviction

##### **Technical:**

- Compliance and Internal Controls
- Managing Work and Self
- Multi-Tasking
- Teamwork and Cooperation
- Market Knowledge
- Critical Thinking
- Process Improvement
- Conflict Management
- Computer Skills
- Copy Writing
- Strong Written English
- Business Acumen
- Ethics (Compliance, Fraud, Abuse, Business)

#### **Education:**

BS (English Literature / Linguistics / Mass Communication) / BBA

#### **Salary:**

Market compatible

#### **Location:**

Head Office, Karachi

#### **Experience:**

Fresh to maximum 1 year experience

#### **Job Description:**

- Gather data, prepare and design periodic / annual sustainability report
- Develop / maintain the sustainability database and reporting dashboard
- Ensure reporting compliance with GRI standards and remain updated with global best practices in sustainability reporting and new GRI guidelines
- Support in copywriting / report writing and in the compilation of periodic / annual sustainability report
- Develop sustainability strategy aligned with business goals
- Conduct tri-annual materiality assessment
- Initiate and execute the annual sustainability audit exercise
- Coordinate / capacity build with reporting units
- Support in the annual reporting exercise

**How to Apply:** Fill the application form by following the link <https://forms.gle/5TvoK6VbP64sFDcP9>

**Last Date for Application:** April 15, 2022

