

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

