

POSITION DETAILS

Job Type: Full-time

Employment Type: Permanent

Level: 4

Reports to: Team Leader of the standard and focused research teams, based in Timisoara

Location: Timisoara

Start date: anuary 2016

Number of positions: 1

POSITION PURPOSE

The candidate will be responsible for overseeing the delivery of high quality research of 5-6 analysts of the standard ratings teams for internal and external clients.

KEY RESPONSIBILITIES

- Report progress and performance for team members on a regular basis;
- Is responsible for quality control of research findings and works closely together with quality controllers;
- Designs and implements efficient research processes; builds stringent quality procedures in consultation with Sustainalytics QMT and the Team Leader of the standard and focused rating teams;
- Further enhances the internal systems to track performance on a continuous basis;
- Provides coaching and mentoring to the team members;
- Organizes frequent trainings to stimulate capacity building in the team;
- Contributes to the design, implementation and testing of new text mining and crawler solutions in consultation with Sustainalytics Innovation Team;
- Coordinates or participates in internal projects, product innovation proposals, process improvements.

QUALIFICATIONS

- 3-5+ years directly relevant work experience in a management capacity for which process and quality management skills were required;
- Certifications from relevant trainings like – leadership, communication, project management or or quality management;
- Excellent planning, project management and organizational skills;
- Ability to prioritize and manage multiple workflows within a dynamic work environment;
- Strong interpersonal, communication and writing skills;
- Ability to interact and build relationships with senior management;
- Excellent English communication and writing skills;
- Highly structured thinker, who is meticulous and attentive to detail;

- Ability to clearly communicate, monitor and reinforce the vision, goals and objectives for the team;
- Self-starter, problem solver, able to work independently, pragmatic;
- High proficiency in MS Office.

WHAT WE OFFER

- Salary is in the range of LEI 4700 - 5600 gross per month on a full-time basis, commensurate with qualifications and experience, plus benefits;
- Excellent Medical benefits;
- Gym membership;
- Outstanding bonus system;
- Dynamic, professional and friendly work environment within a global mission based organization;
- Interesting career development options in a very innovative market.

TO APPLY

Please send a cover letter and resume to careers@sustainalytics.com, citing '[Name] – Standard Rating Manager TM' in the subject line. All applications will be treated with the highest level of discretion and will be accepted until January 15th.

For inquiries related to the position, please contact Esther Hougee de Vet at esther.hougee@sustainalytics.com.

Sustainalytics thanks all candidates for their interest. However, only those selected for an interview will be contacted.

Sustainalytics accepts applications directly from applicants only; no employment or recruitment agencies, please.