

Marketing and Communications Coordinator/Project Manager

Full-time position in Toronto, Canada

Starting date: upon agreement

Please click [here](#) to submit your application.

About RepRisk

RepRisk is a data science company working to make the business world more transparent. We leverage AI and machine learning with human intelligence to systematically analyze public information and identify material ESG (environmental, social, and governance) risks. As a pioneer in the field of ESG data, we serve as a reality check for how companies conduct their business around the world – do they walk their talk when it comes to human rights, labor standards, corruption, and environmental issues? For almost 15 years, our highly-trained analysts have labelled millions of documents in 20 languages used for supervised machine learning, and continue to build the largest dataset on ESG risks covering 165,000+ public and private companies, and 40,000+ infrastructure projects. The world's leading financial institutions and corporations have trusted RepRisk for due diligence and risk management across their operations, business relationships, and investments. As a team member at RepRisk, you are on the cutting-edge of using data science and machine learning as tools to make real change in the world. To learn more, please visit www.reprisk.com.

Job Description

This position plays a key role in ensuring that the RepRisk brand and solutions are properly positioned and communicated globally through a unified language, as well as increasing brand awareness. The Marketing and Communications Coordinator / Project Manager will report to and work with the Head of Marketing and Communications based in Zurich, who oversees RepRisk's global marketing and communications activities. She or he will work closely with internal stakeholders in the RepRisk's Sales and Marketing division, as well as client and partners representatives, and other external consultants (PR firm, etc.) to drive forward strategic initiatives and ongoing projects.

Responsibilities

- Drive RepRisk's digital advertising strategy, including content and asset production (visual and text) across channels such as LinkedIn and media sites, as well as monitoring and reporting of results
- Take an active part in RepRisk's PR activities, including preparing press releases and media statements, and replying to inquiries and questionnaires
- Drive social media strategy and manage platforms on a daily basis, in particular LinkedIn

- Oversee maintenance of digital platforms and profiles of RepRisk, including Wikipedia
- Support relationships with marketing partners through various activities
- Support the Head of Marketing and Communications with strategic planning and reporting activities, as well as internal and external documentation.

Candidate profile

- Excellent project management and multitasking skills, maintaining a pragmatic approach without compromising quality and having a strict attention to details
- Strong verbal and written communication skills, including content drafting and proof reading
- Ability to work in a fast-paced multicultural environment and solid team player
- Resourceful problem-solver, ability to work autonomously and deal with uncertainty
- Strong interest in social media and digital landscape, as well as enjoying creative topics

Education and experience

- University degree, Master's degree preferred
- A minimum of 4 years of professional experience, preferably in the financial industry or in the field of marketing and communications
- Strong verbal and written communications skills in English are a must. Any other major business language, in particular German, would be an advantage
- Advanced MS Office skills, particularly Excel and PowerPoint, are essential. Proficiency in Adobe InDesign and Salesforce are a plus

What we offer

- An entrepreneurial, international, and dynamic work environment
- Cutting edge systems and technology at the interface of machine learning and sustainability
- A shared mission to drive accountability and responsible behavior of companies, thus creating positive change
- Long-term employment opportunity at an established and growing global company
- Flexible working hours and arrangements

Please note: work authorization for the respective location is required.

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