

Marketing and Communications Coordinator

Full-time position in Manila, Philippines

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 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 team members and other internal stakeholders in the RepRisk's Sales and Marketing division to drive forward strategic initiatives and ongoing projects.

Responsibilities

- Maintain RepRisk's knowledge base and prepare questionnaires with information contained therein
- Monitor external profiles of RepRisk on the web and manage updates on a regular basis
- Support maintenance of RepRisk's suite of sales and marketing materials, including collateral and website



- Support layout and design of RepRisk publications in Indesign and MS Office suite
- Support maintenance of RepRisk’s website, including managing media coverage and job ads
- Support Head of Marketing and Communications with various administrative tasks such as filing, meeting notes, reporting, and Salesforce maintenance

Candidate profile

- Service-oriented mindset, working confidently in assistant roles and with administrative tasks
- Getting up and running quickly in different areas of business;
- Strict attention to details and ability to complete tasks in a diligent and efficient manner
- Ability to work in a fast-paced multicultural environment and solid team player;
- Interest in digital landscape and working confidently with variety of software

Education and experience

- University degree, Master’s degree preferred;
- A minimum of 2 years of professional experience, preferably in the financial industry or in the field of marketing and communications;
- Fully fluent in English, in written and verbal communications
- Good MS Office skills are required. Experience with 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