

Partnerships Coordinator (full time)

Location: Manila (Philippines)

Start Date: Available immediately or as per agreement

If you are interested in applying for this position, 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.

Learn more at www.reprisk.com and follow on Twitter: www.twitter.com/reprisk.

Job Description

The Partnerships Coordinator plays an important role in supporting RepRisk's growth and global reach by executing support and administrative tasks related to RepRisk growing partnerships and redistribution channels. The role requires extensive cross-functional collaboration and coordination both internally and externally.

The Partnerships Coordinator is part of our global Sales & Marketing division and reports to the Head of Partnerships and Third-Party Distribution, based in Zurich, Switzerland.

Key Duties and Responsibilities

His or her primary responsibilities are as follows:

- Coordinate and execute partnership invoicing and reporting processes liaising with Finance Department and Accounts Receivables;
- Handle external communication and escalations related to partnership-related invoices and contracts, liaising with Invoice Coordinator, Partnership Account Managers, and Legal;
- Coordinate and distribute opportunity and deal leads from redistribution channels, liaising with Partnership Account Manager, Sales and CRM;
- Execute variety of partnership support activities including but not limited to:
 - Capturing, monitoring and responses to incoming partnership requests;
 - Update of internal CRM system with relevant account, contract, contact, activity, and deal information;
 - Monthly and quarterly internal controlling activities related to contractual obligations, deal progress, KPI's, and pending action items;
 - Maintain folder and document structure in Microsoft Sharepoint;
 - Support quarterly and annual management reporting for the Partnerships and Third Party Distribution department; and
 - Maintain relevant guidelines and process documents
- Support Partnership Account Managers and Head of Partnerships and Third Party Distribution with various administrative tasks, ad hoc analysis or research projects, as well as contributing to process improvements and project management;
- Act as a meeting secretary on an ad-hoc basis for activity notes and meeting summaries; and
- Support research and analysis for selected market and competitive intelligence projects.

Candidate Profile

You are structured and execution-oriented, and have demonstrated ability to deliver on various tasks in a timely and efficient manner either through studies or through initial work experience. Moreover, you take pride in delivering quality in your work, meeting expected deadlines, and bringing tasks to a successful conclusion with a high attention to detail.

The position requires strong tactical skills as well good verbal and written communication, and you are expected to be a proficient user of Excel, analytical, and to be able to work confidently with numbers. Researching, analyzing, and systematically collecting information should be among your established skills, while working confidently with a variety of software and office tools. To succeed in this role, it is



a pre-requisite to be proactive, solution-oriented, and independent in order to get up to speed quickly on the different tasks and responsibilities.

The ideal candidate enjoys resolving administrative tasks and being a support resource focused on solving problems and executing action items. Externally, the candidate represents RepRisk as a premium data provider, and maintains RepRisk's excellent standard in external representation and communication.

You are a team player and adapts well to a global cross-cultural company, working over different time zones with colleagues based in Europe, Asia, and North America.

Personal Attributes

- Highly tactical with strong detail and process-orientation
- Analytical and proficient in Microsoft Office applications (in particular Word, Excel, PowerPoint)
- Must demonstrate ability to communicate effectively at all levels of the organization as well as with external counterparts
- Demonstrated ability to meet deadlines, and handle, prioritize, and complete simultaneous requests
- Takes initiative and strives to contribute to process improvements and developments
- Self-motivated, and commercially-aware team player, with desire to work in a dynamic environment

Experience and Education

- A Bachelor's Degree from a respected university or college
- Minimum of 3-5 years experience in client-oriented positions, preferably in the financial industry and preferably with experience in invoicing specifically
- Experience with CRM software, preferably Salesforce and Microsoft Business Central
- Fluent in English, written and spoken.