



Project Analyst

Loop Initiatives

www.loopinitiatives.com

Loop Initiatives is a management consulting firm focused on helping organizations successfully integrate sustainability into their operations and organizational culture. We create the platform that converts socially and environmentally responsible decisions into drivers for success. Working collaboratively with our clients, we identify sustainability opportunities, develop effective green strategies and deliver a viable plan that produces measurable results.

Purpose:

The Project Analyst plays an integral role in all aspects of our work: project delivery, intellectual capital development, and marketing.

Responsibilities:

- Research, develop and evaluate sustainability strategies for clients
- Analyze quantitative and qualitative data
- Calculate “carbon footprints” or environmental impacts of organizations or business processes
- Support the production of client proposals, presentations, reports and communications
- Conduct web-based research and literature reviews for projects, proposals and knowledge development
- Maintain marketing materials and update electronic media/ blogs/ articles
- Liaise with clients and consultants
- Plan and execute logistics for client meetings and interface with all stakeholders on projects
- Network and promote the capabilities of the firm to clients
- Keep apprised of developing sustainability topics, best practices and industry trends
- Participate in the continuous improvement of business practices and processes

Qualifications:

- Bachelor Degree in Commerce, Engineering, or related field. MBA is an asset.
- 2-4 years (minimum) relevant work experience, preferably in a management consulting firm
- Demonstrated experience with sustainability and/or climate change projects
- Proven experience gathering and analyzing numerical data from a variety of sources
- Strong analytical and critical thinking skills
- Understanding of organizational sustainability governance, policies and practices
- Knowledge of the impact of business practices on the environment, keen business sense
- Excellent verbal, written communication and presentation skills
- Self-starter, entrepreneurial mindset, with a commitment to team success
- Advanced proficiency in Microsoft office products and exposure to database management

Interested parties are to apply with a resume and cover letter via direct email to:

careers@loopinitiatives.com

Only applicants being interviewed will be contacted. All replies will be treated with the highest level of discretion. Loop Initiatives is an equal opportunity employer.