

## ESG RESEARCH ASSISTANT

**Background:** CAER is a leading provider of independent research and services relating to the environmental, social, governance (ESG) and ethical performance of companies and investment portfolios.

We're recruiting a new team member to assist with basic research tasks. Our Canberra office is looking for someone who is enthusiastic, self-motivated and happy to work in a small team environment. We would like you to start immediately.

**Description of position:** CAER is looking for an enthusiastic, self-motivated person with good organisational skills to support our work on corporate responsibility research. The role is largely related to research support, media monitoring and basic database entry. The ideal candidate will have a mix of general research and administrative skills, a passion for environmental and social issues, and interest in corporate behaviour and financial markets.

**Responsible to:** Executive Director, Research Services

**What we can offer:** Become part of a growing industry that allows for the alignment of your work with purpose. You will have the opportunity to learn and build relationships in responsible investment, corporate sustainability, human rights and environmental issues.

**Pay and time:** 1 day per week on casual basis.

\$22.86 per hour plus super

**Location:** Canberra

### Responsibilities:

1. Basic data collection and research tasks such as review of websites, annual reports, and sustainability reports.
2. Help with news monitoring and summaries.
3. Database entry.
4. Documentation and filing of research material.
5. Research support for special projects.

## Skills and Knowledge Required

### *Essential*

- Open, communicative personality
- Polite and positive manner
- Self-motivated and able to work alone without detailed supervision
- Demonstrated commitment to accuracy and attention to detail
- Demonstrated commitment to work to deadlines and keep them
- Interest in corporate activity and sustainability issues

### *Desirable*

- Relevant tertiary qualification or intention to complete a relevant degree
- Willingness to work as part of a small team
- Willingness to adapt tasks and role as our organisation grows and evolves
- Basic understanding of financial markets and the finance sector
- Understanding of responsible investment and environmental or social issues
- Experience or background in environmental or social research