



JOB DESCRIPTION

CSR & SUSTAINABILITY EXECUTIVE

Job Purpose:

To support the implementation of sustainability and CSR initiatives across multiple geographies, strengthen stakeholder engagement, and ensure compliance, reporting, and operational efficiency in line with organizational sustainability goals

Key Roles & Responsibilities:

- Support execution of sustainability/CSR projects across multiple locations
- Coordinate with implementation partners, NGOs, and field teams
- Monitor project timelines, deliverables, and performance
- Engage and collaborate with government, stakeholders, and community groups
- Conduct field visits, surveys, and support operational mapping
- Ensure quality implementation and ground-level monitoring of projects
- Maintain project records including approvals, MoUs, and fund utilization
- Ensure complete and audit-ready documentation
- Track project data, KPIs, and impact metrics; support reporting
- Assist in cross-functional coordination, events, and overall operational support

Required Skills & Competencies:

- Coordination and project management skills
- Understanding of sustainability and regulatory frameworks
- Documentation and reporting ability
- Communication and stakeholder management
- Willing to travel when required

Qualifications:

- Graduate/Postgraduate in Environmental Science, Sustainability, Engineering, or related field

Other Information:

- Experience: 1 to 3 years
- Gender Preference: Male
- Candidate's Location: Mumbai
