



## **PUNCAK NIAGA MANAGEMENT SERVICES SDN BHD** 199601024429(396781-V)

For those who has share our vision, determination, passionate about work, very aggressive in sharing ideas, and could work with minimal supervision, we offer a challenging working environment, competitive pay, stability, career growth, great benefits and a rewarding experience.

### **SUSTAINABILITY MANAGER**

#### **Job Purpose:**

The main job purpose is to be a change agent to nurture responsible business and sustainability culture by engineering and managing the organisation's sustainability blueprint and transformation agenda.

#### **Key Responsibilities:**

- Plan, implement and deliver Sustainability Programmes for all Stakeholder – to manage, execute and support the strategic establishment of Organisation's sustainability performance and management of material sustainability impacts.
- Manage and support Sustainability Department performance – to manage and support the Sustainability Department's performance by implementing and managing the departmental programmes to ensure meeting of expected performance, goals and targets.
- Manage and strengthen the Organisation sustainability culture – to manage and support the Organisation, teams and individuals to embrace, align and act in accordance with sustainability principles and industry best practices to strengthen sustainability culture.
- Secure and manage resources for the organization – to identify and recommend required financial and non-financial resources required for the success of sustainability-related strategies, initiative and action plans.
- Support Organisation level networking and partnerships – to identify, recommend and strengthen support from a network of partners, alliances and associates (both locally and internationally) to support sustainability strategies, initiative and action plans.

#### **Requirements:**

- Bachelor's Degree in relevant field from a reputable institution.
- 5 years' experience in related field.
- Excellent interpersonal, written and verbal communication skills in English and Malay.
- Experience in annual report preparation/ sustainability disclosure is an advantageous.
- A strong work ethic with experience organizing concurrent multitasked workload for effective implementation.
- Ability to interact effectively at all levels with sensitivity to cultural diversity, adapting as the external environment and organization evolves.

Please do not hesitate to contact Human Resource Management at  
**03-5522 8589 ext 1537 (Cik Roshidah)/1559 (En Addnan)/1107 (Cik Azariyah)/  
1767 (En Aiman)** or e-mail at [hrm@puncakniaga.com.my](mailto:hrm@puncakniaga.com.my)