Internship Opportunity – CDP’s supply chain sustainability program (3 months)

CDP is seeking an intern to support CDP’s Supply Chain Program from our office in Berlin. The successful candidate will work as part of the dynamic and enthusiastic global Supply Chain team with colleagues in London, New York, Berlin, Beijing, Tokyo and São Paulo. CDP’s supply chain program catalyzes disclosure and action on climate change, forests and water amongst both purchasing companies and their suppliers.

Making use of CDP’s tried and tested disclosure process, CDP Supply Chain enables member companies to deepen engagement with key suppliers throughout the supply chain, including – crucially – those at the coal-face of environmental risk. Through the collection of supplier data, the Program facilitates greater measurement, management and informed interaction between purchasers and suppliers and helps drive action on ending unsustainable business practices.

Key responsibilities:

- Supporting the team Account Managers in providing quality assurance checks on supplier data;
- Supporting the Project Officer in developing analysis to help members model and visualize Scope 3 emissions and drive action on Science Based Targets (SBTs);
- Analyzing and creating reports using data disclosed through CDP by suppliers;
- Conducting extensive data quality checks on CDP data outputs that need to be delivered to members;
- Updating member organisation & contact records in the Microsoft Customer Relationship Management (CRM) system;
- Assisting with administration of the supply chain disclosure system, and with the incoming supplier queries during the disclosure cycle;
- Assisting team members with research or administrative tasks, as they arise.

The successful candidate will receive:

- Insight into corporate environmental disclosure and data, current trends and best practice in environmental data management;
- Experience in the development of tools to deliver services to corporate members;
- Exciting and challenging tasks in an international team;
- 200 Euro per month internship compensation;
- 7.5 vacation days for the internship period of three months;
- Flexible working hours;
- Modern office at Sony Centre/Potsdamer Platz with free hot and cold beverages.

The ideal candidate:

- Is working toward a Masters degree in a relevant discipline (e.g. Business, Sustainability, Environmental studies);
• Has excellent excel skills, including experience in data analysis and visualization;
• Has demonstrated interest in environmental issues and/or corporate sustainability and product development to address environmental challenges;
• Is highly detail oriented and has an eye for consistency and accuracy;
• Has excellent analytical and problem-solving skills;
• Is a quick learner and thrives in a fast-paced environment with tight deadlines;
• Has experience with Microsoft Office and client relationship programs, such as CRM;
• Can work independently with minimal supervision while aligning work with other team members;
• Highly competent spoken and written English and any other major European language.

The position is open only for candidates enrolled at a German University. The successful candidate will work five days per week in our Berlin office and must be able to work legally in Germany. The internship will last for a maximum period of three months and the intern will work with and report to the Supply Chain Account Manager.

To Apply:

Interested candidates should submit their complete application documents (motivation letter, CV and references/certificates if available) in English in our recruitment website via the link: https://cdp-europe.jobs.personio.de/job/390987?display=en

Please note that we can only provide feedback to shortlisted candidates. If you do not hear from us within 21 days, please assume your application has been unsuccessful on this occasion.

Privacy notice:

We will only use the information you provide to process your application. For more details on how we use your information, see our. By emailing us your application, you are permitting CDP to use the information you have provided for recruitment purposes.