

Job Opportunity	
Job Title	Environmental Analyst
Location	Basingstoke, Hampshire
Tenure	Internship for 12 months (thereafter it is anticipated that the successful candidate will be taken on as a full time member of staff)
Package	Competitive, 22 days annual leave
Key Purpose	You will support the environmental consultants to undertake consultancy project for business clients. In addition you will provide technical & administrative support to sales & marketing teams
Key Tasks	<ul style="list-style-type: none"> ○ Carry out data collation, analysis and reporting for carbon emission appraisal projects – in support of environmental consultant's team. ○ Support sales team e.g. responding to sales office telephone enquiries, answering questions on products / services, assisting bid / proposal writing ○ Support of marketing team – maintaining up to date databases, assisting marketing campaigns, distribution of newsletters / other marketing materials, marketing collateral updates, web content management & supporting / attending events / trade shows.
Candidate Requirements	
Profile	The successful candidate will have excellent up to date knowledge of environmental issues – technical, legislative & commercial. You will also have excellent communication & time management skills and ideally some customer facing experience. You will be excited at the prospect of working with both technical & commercial teams. You will have initiative to work alone, but will also be a natural team player and thrive on working to deadlines You are willing to travel in the UK.
Experience	A recent environmental science / environmental management degree is essential. You will ideally have some customer facing experience – e.g. retail sector, telesales / telemarketing.
Skills / Knowledge	<ul style="list-style-type: none"> ○ Environmental science / legislation knowledge ○ Excellent communication skills ○ A natural team player ○ Good time management skills ○ Good knowledge and experience using MS Office (including Outlook, Excel, Word and PowerPoint) ○ Full UK driving licence
Qualifications	<ul style="list-style-type: none"> ○ Environmental science / environmental management degree.

To apply:

Please send your CV / Resume to wendy.buckley@carbonfootprint.com.

No agencies please.