

ESG & Sustainability Reporting Coordinator

m/f/d, Solothurn

For our client in Olten, we are looking for an experienced **ESG & Sustainability Reporting Coordinator**.

We are looking for an experienced sustainability professional to support ESG reporting, regulatory compliance, and sustainability initiatives in a dynamic international environment. In this role, you will coordinate sustainability disclosures, contribute to the implementation of key ESG regulations, and help drive high-quality reporting, stakeholder communication, and data management processes.

Your Responsibilities:

- * Sustainability Reporting: track input requests and follow ups, report formatting in external publishing tool, coordinate graphics and charts with external agency, content tagging for machine-reading, publication into publishing tool. Mapping to ESRS requirements and ESRS summary alignment tables
- * CSRD and CSDDD: support with mobilization and RFP, maintain project plans, action trackers, documentation, and repositories
- * Regulatory support: maintain regulatory register, track legal inputs, organize supporting documentation
- * ESG Data and External Requests: support investor queries and questionnaires
- * Internal Reporting and Communication: prepare updates on KPIs, regulatory developments, and project progress

Your Profile:

- * 5-7 years experience in **sustainability, especially climate-risk and climate-related disclosures**
- * Strong project management capabilities
- * A solid understanding of **EU and Swiss regulatory requirements**
- * Experience with **implementation of CSRD and other ESG regulations**, including report writing

Job Profil

-  Administration - Various
-  Engineering - Sustainability
-  Solothurn
-  Contracting
-  Vollzeit



ASAP - 31.12.2026 with the option of extension



ESG, CSRD, Reporting, Sustainability



Klingt interessant?

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Talent Acquisition Consultant

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- * Experience in/good understanding of the **energy sector would be an advantage**
- * Flexible attitude and hands-on
- * Excellent English written and spoken, German is a plus

Sounds like a great job?

Then we look forward to receiving your complete application documents through our online application form.

When applying by email, the sender agrees that his or her data will be used in accordance with our data privacy policy.

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