



Title: ESG Data Management Consultant

Company: Huco Consulting, Inc. (Huco)

Location: An existing location of Huco is preferred (CA, CO, FL, GA, IL, KS, LA, MA, NC, OR, SC, RI, TX). Highly skilled and proven candidates could be considered in new states.

Work Schedule: Full/part time (flexible, may vary)

Dates: Start ASAP

Are YOU enthusiastic, self-motivated, and interested in helping a fast-growing company grow deliver client success and happiness? Are you looking for a work environment that supports your professional goals? Come and join Huco on its journey of growth.

We are a boutique consulting firm founded in 2008 that focuses solely on the strategy, selection, setup, and support of ESG/EHS information management systems to help our customers manage compliance, risk **and** return value. This includes air emissions, greenhouse gas, sustainability (ESG), permit tracking, incident management, inspections, audits, observations, occupational health, etc. Our mission is to provide quality work, respond quickly and work effectively with supportive teams. If you do great work, you will be recognized and gain responsibilities faster than at a larger firm.

Job Description:

We are looking for team members at all levels (entry/beginning/intermediate/advanced) with a proven data management mindset who is interested in building a career focused on ESG/EHS. You can become a subject matter expert in these areas while working with team members with decades of experience. As a small business, you will be exposed to a variety of tasks and clients.

You will learn a variety of leading off the shelf applications and help configure them, applying your analytical and data focused skills to help implement and test each application. You will work directly with experienced consultants helping them throughout the application implementation lifecycle (with clear focus on building, testing & deploying – while experienced consultants work with the client to define purpose, plan and design).

Huco is a remote workforce, and you must have the strong interest and ability (self-discipline) to work from a home office – which can be challenging if you are not used to it and/or if frequent and ad-hoc person interaction with your colleagues, partners and customers is important to you. A successful candidate will appreciate the ability to work from home including flexibility, while being able to pro-actively move forward on work without delay. They will also be confident to openly communicate to their teammates, coaches and even ownership to ensure engagement and progression (a two-way street). You will be assigned a coach that works with you regularly in addition to the work you do day-to-day with consultants and project managers.

Lastly, all successful employees at Huco have a bold passion for doing what is right for the client, are purpose driven, have strong organizational skills, and effective communication/leadership skills as they work with staff with varying experience levels and a variety of client personalities. They will also be able to quickly learn and leverage existing proven work processes consistently and help continuously improve (i.e., a pro-active mindset).

Compensation is a competitive hourly wage that considers standard holiday/vacation. Unique benefits offered include flexible work hours/unlimited time off, the ability to work from home, a 401k (100% match up to 5%), and a QSEHRA health reimbursement plan. A time off allowance bonus is also offered based on years of experience at Huco. Travel is expected to be limited (5-15%) and depends on client preferences, their location and yours. Typical work hours at Huco are between 9am – 5pm during weekdays.

To Apply: Submit resume and cover letter to careers@hucoconsulting.com. In your cover letter, identify the position (title) you are applying for, convey your interest in consulting, and explain why you would be a good fit for this position and what you would uniquely bring to Huco.



Key Responsibilities

Many organizations are looking to enhance their systems for more frequent, accurate and transparent collection, estimation and reporting of data to meet ESG expectations. Huco has an established and successful team to help our customers with the planning (strategy and selection), setup and support of systems that can meet these needs efficiently and consistently. Your role will be to help our team serve its expanding customer base and includes the following leadership responsibilities:

- Master various EHS&S information management software applications and associated content (compliance tasks, operating data, audit/inspection checklists, ESG frameworks, etc.) with provided training materials (self-study with coaching); applied tasks include field configuration, workflow development, custom reporting, XML, advanced configuration, and data migration/bulk loading.
- Evaluate AS-IS processes, identify area for improvement, develop TO-BE requirements and document gaps.
- Translate business requirements to non-technical audiences and technical audiences.
- Create and/or review design specifications, test scripts and training guides.
- Build and test systems/reports that require reliable math and logic skills that will be applied to emissions calculations, validation, and analysis.
- Facilitate gathering of business requirements and translating them into easy-to-understand specifications used to setup COTS (commercial off the shelf software). This includes helping clients build an Inventory Management Plan (air emissions and more) after helping define a vision, boundaries, materiality, and data availability.
- Use advanced database and technical skills for data collection, cleansing, reporting, and testing and for setting up software applications.
- Pro-actively communicate results internally to project managers and technical leads in a clear and succinct manner through instant messages, emails & recurring meetings.
- Work closely with colleagues and clients in a team based, home office start-up environment.
- Recognize and escalate conflicts between client, staff, and software vendors - and within scopes of work.

Qualifications

Education: Bachelor's and or Master's degree.

Required Experience/Skills:

- 0 – 5 years of work experience managing environmental and/or sustainability projects, and a strong comfort level and/or interest in how technology can effectively deliver results. For entry level hires, a key passion for working with data sets and helping clients generate reports.
- Ability to work independently (self-driven) within deadlines and budgets.
- Able to pro-actively communicate clearly and succinctly through written and verbal form.
- Attention to detail with strong organizational skill; high standards to complete assignments with high quality.
- Skilled with MS Excel/Word minimally and ideally databases such as Access and/or SQL (or a proclivity to understand and learn application skills).
- Experienced candidates ideally (though not necessary) have experience with off the shelf applications like Benchmark Digital, Cority, Dakota, Enablon, Intellex, IsoMetrix, Locus, Sphera, VelocityEHS, etc.. Minimally a strong interest and capability to learn these tools is a must.
- Interest in the Huco culture, which includes hourly pay, working from home, helping colleagues and clients be successful and grow, and a collaborative entrepreneurial environment.
- Interest in consulting, sustainability, environmental, health and safety, IT and small business.

U.S. Work Authorization is required