



Data Management Associate

Location: Mexico and the East Coast of the US.

Job Purpose and Background:

As a Data Management Associate at the Science Based Targets initiative (SBTi), you will contribute to ensuring the accuracy, consistency, and integrity of customer & target data within our systems. Daily, you can expect to perform routine data entry and updates in our dashboard and CRM, triage incoming data quality-related support tickets, prepare reports on SBTi performance, and support Quality Assurance procedures. Additionally, you will collaborate with internal and external stakeholders to manage ad-hoc data updates, maintain process manuals, and complete special projects as needed to monitor and improve data quality.

This position will report to the Data Governance Senior Manager within the Target Operations Team, **based in** the United States.

This role plays an important part in achieving:

Improved overall data quality and consistency for SBTi Services. By maintaining accurate and reliable data, this position supports the efficient functioning of SBTi's operations and helps drive informed decision-making.

You are a great fit for this role if you:

Possess strong attention to detail, excellent organizational skills, and the ability to work effectively both independently and collaboratively in a fast-paced environment. Feel comfortable working with data management systems, performing data entry, analysis, and visualization, and communicating with diverse stakeholders. Previous experience in data management, CRM systems, and quality assurance procedures would be advantageous.

About the SBTi:

The Science Based Targets Initiative (SBTi) is a global body enabling businesses to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org



Key responsibilities include:

- Improve overall data quality and consistency for SBTi Services
- Perform routine data entry and updates in the CRM and associated databases
- Prepare CRM data quality for automation
- Support weekly Quality Assurance procedures and perform or delegate related clean-up tasks to relevant colleagues
- Triage incoming data-related requests and queries from internal and external stakeholders
- Move relevant account, target, and commitment information to the target dashboard data source
- Prepare weekly reports related to company participation in the SBTi
- Maintain and distribute other regular reports on SBTi Services' performance
- Maintain process manual updates cycle and coordinate inputs required by Target Ops team members

Essential skills and experience needed:

- Currently eligible to work in Mexico or the United States
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Strong working knowledge of Microsoft Excel, Google Sheets, and other data management systems and CRM platforms
- Ability to work effectively both independently and collaboratively
- Strong communication skills, both written and verbal
- Previous experience in data entry, data analysis, and visualization, or quality assurance roles

Desirable criteria:

- Familiarity with environmental sustainability or climate-related initiatives
- Experience with process improvement methodologies
- Knowledge of data automation tools or techniques
- Knowledge of data analysis and visualization tools or techniques
- Working knowledge of programming languages such as Python and SQL

The salary for this role will depend on location and experience level. This role is a fixed-term contract for 12 months with a high likelihood of extension.

Interested candidates should be legally allowed to work in the specified countries. The SBTi cannot sponsor working visas.



To apply, please fill out the application form: <https://forms.gle/KMppbyrfriF8mtdj6>

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Training and development;
- Attractive holiday package.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.