



TICO MAIL WORKS LIMITED



#JOB-2399621



TICO MAIL WORKS LIMITED, Unit T8, Maple Ave, Stillorgan Bus Pk, Co. Dublin, A94 RP70



No of positions : 1



Paid Position



40 hours per week



36000.00 Euro Annually



27/06/2025



25/07/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mpmcalarey@ticomailworks.ie



Open your camera app & point here to view this ad online



ESG Compliance & Client Data Account Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Role Summary:

This hybrid role is central to supporting Tico Mail Works a small but essential service provider within larger supply chains, as a key vendor supporting major client supply chains, the ESG Compliance & Client Data Account Manager will play a direct role in helping clients meet their own ESG reporting responsibilities. This is particularly important as, in our role as a vendor, we contribute directly to our clients' sustainability reporting responsibilities and overall ESG performance.

Key Purpose of the Role:

Design and implement a fit-for-purpose Environmental Management System (EMS) and contribute to enhancement projects that support CSRD alignment and sustainable business practices.

Coordinate internal and external audits, report findings, and manage close-out of corrective actions.

Develop and maintain a traceable ESG data tracking system that feeds into internal and client-facing sustainability reports.

Publish sustainability updates to enhance transparency and support client trust.

Key Responsibilities:

ESG & Sustainability Compliance:

Collect, verify, and report ESG metrics in line with CSRD and EU Taxonomy requirements.

Implement controls to reduce greenwashing risk and improve reporting accuracy.

Conduct materiality and non-materiality assessments.

Manage ESG data governance and support the preparation of non-financial reports/ publish ESG report for stakeholders.

Lead waste, electricity, and water usage tracking, and implement performance improvements.

Support internal alignment with sustainability strategy and assist with communication of ESG initiatives.

Client & Project Management:

Maintain detailed client records using CRM systems, ensuring data accuracy.

Develop and deliver client project reports tailored to their ESG and compliance needs.

Resolve client queries and maintain high levels of engagement and satisfaction.

Track sales pipeline activity and coordinate with internal teams to deliver services.

Prepare invoices for completed client projects.

Data Handling & Reporting:

Use custom-developed digital tools to process large volumes of client data.

Ensure datasets are accurate, clean, and audit ready.

Collaborate cross-functionally to meet internal reporting and governance timelines.

Required Qualifications:

Masters in International Business, Corporate Governance, or a related field.

1–2 years' experience in ESG compliance, Client Account Management, or data reporting roles.

Demonstrated knowledge of sustainability frameworks such as CSRD, GRI, and EU Taxonomy, and corporate governance principles.

Experience using CRM systems and digital tools for data analysis.

Excellent communication, research, and reporting skills.

Proficiency in MS Office (Word, Excel, Access)

Passionate about environmental improvement and sustainability concepts

Strong attention to detail and ability to translate regulatory data into client-facing, non-financial reporting formats.

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]