



DEKRA on behalf of their client OKTA AD- Skopje, is looking for:

CSR Supervisor

OKTA, member of HELLENiQ Energy Group - one of the leading energy groups in South East Europe, is looking for a talented, highly motivated professional with a positive and can-do attitude, to join our team.

We are seeking an experienced CSR Supervisor to contribute to our highly regarded organization. The purpose of the position is to provide support to the company's social responsibility (CSR) initiatives.

Helping the communities where we operate is an integral part of our work. At OKTA, we leverage our talent, our groups geographic reach and resources to make a positive and lasting impact on many of today's social and economic challenges.

The ideal candidate will develop and implement strategies that promote sustainability, community engagement, and stakeholder relations, ensuring the company operates ethically and complies with environmental and social regulations.

The CSR Supervisor will work closely with the CEO and other cross-functional teams, providing support in Company's key decisional meetings.

TASKS AND RESPONSIBILITIES:

- Developing and implementing of CSR strategy aligned with the company's objectives and values.
- Oversee community development programs and environmental sustainability initiatives.
- Engage with stakeholders, including local communities, NGOs, and government.
- Ensure compliance with environmental laws and social responsibility standards.
- Report on CSR performance, to company's management and Group, and promote employee involvement in CSR activities.
- Planning and organizing events related to CSR projects and activities
- Educating employees on company's CSR practices
- Conducting market research on best applied practices
- Participation in creating announcements and PR text for the media
- Establishing external relations and effective communication with state institutions, organizations and other companies so as to enforce better promotion of the company
- Responsible for the CEO's Office public relations
- Media monitoring and trends
- Strong interdepartmental cooperation and support for the purpose of promotion of the brand in the public and specific target audiences
- Planning and administering of CSR budget

REQUIRED QUALIFICATIONS:

- BSc in the field of public relations, communication sciences, Social sciences, marketing or another relevant field;
- Minimum 5 (five) years of relevant working experience of relevant work experience in a similar position or project. Previous work experience as a journalist, or work experience in a PR agency will be considered an advantage;
- Experience in conducting social, corporate and commercial campaigns;
- Knowledge of the communications industry, including advertising, marketing and digital media;
- Knowledge of MS Office (Excel, Word, Power Point);
- Excellent knowledge of business English;
- Possession of driving category - B category.

REQUIRED SKILLS AND COMPETENCIES

- Strong communication, leadership and project management skills;
- Have excellent communication and writing skills;
- Team work orientation;
- Responsibility and cooperation;
- Presentation skills;
- Decision making skills;
- Ability to react quickly and solve problems;
- Confidentiality and loyalty;
- Excellent time management skills.

Join us in driving positive social and environmental impact in the energy industry!

ADDITIONAL INFORMATION

If you feel that you have the necessary experience and are interested in this opportunity, please send your CV in English on the following e-mail address: **contact.arbeit.mk@dekra.com**

All received applications will be considered in strict confidentiality. Only short-listed candidates will be contacted for an interview.

**By sending your CV and motivation letter, you agree that your personal data will be processed for the needs of recruitment and selection by DEKRA Arbeit Macedonia and they will be stored in the DEKRA database.*

*Note: Candidates can withdraw their permission to process their personal documents at any time by sending a notification to the e-mail: **rabota.arbeit.mk@dekra.com***