Job description

Title: ESG Analyst

Location: Pune – Maharashtra

Job Type: Full-time - Onsite/ Permanent

Reports To: Managing Director

Budget: No Budget

Company Description

Xolopak India Ltd is a pioneering company in manufacturing sustainable consumable products for HORECA, Bakery and Home/Personal care industry in India. We operate in B2B and institutional business within this segment and have a pan India presence. Our products include single use wooden cutlery, ice-cream sticks and spoons, cake bases, speciality papers, luxury napkins, thermal rolls etc. Our prestigious customers include some of the largest brands in the food and ice-cream industry.

Job Overview

Xolopak is building an internal ESG framework. This role owns the data backbone and reporting cadence of that framework — establishing ESG data collection systems, producing quarterly ESG impact reports for internal and board review, and preparing the company for eventual external ESG rating engagement (Sustainalytics, S&P ESG etc.) and voluntary BRSR Core disclosure.

Key Responsibilities

ESG Data & Measurement

- Design and maintain a company-wide ESG data collection system covering carbon emissions, energy consumption, water usage, waste generation, workplace safety incidents, employee training, diversity metrics, and supplier compliance
- Establish data collection protocols across Xolopak's manufacturing sites, supply chain network, contract manufacturers and distributor networks
- Maintain data integrity and audit trails sufficient to support future third-party assurance
- Prepare standard process and practice at suppliers, contract manufacturers, vendors, to build an enterprise-wide framework of EGS complaint eco system of Xolopak.

Quarterly ESG Impact Reporting

- Produce quarterly ESG impact reports for board review, tracking progress against ESG KPIs and targets
- Prepare the annual voluntary BRSR (Business Responsibility and Sustainability Reporting) submission, aligned to BRSR Core metrics

- Draft Xolopak ’s annual sustainability report (carbon footprint, renewable energy %, water usage, employee welfare, board attendance, diversity statistics, ESG targets achieved)

Framework & Governance Support

- Draft and maintain Xolopak ‘s formal ESG Charter (environmental, social, governance pillars) for board approval
- Support the ESG & Sustainability Committee — prepare board papers, track action items, coordinate quarterly committee meetings
- Track ESG-linked management KPIs where compensation is tied to ESG performance metrics

External Coordination

- Coordinate with external certification bodies for ISO 14001, ISO 50001, ISO 45001, ISO 37001, and applicable supply-chain certifications (FSC, Sedex/SMETA)
- Manage relationships with third-party ESG data assurance providers
- Support preparation for future engagement with ESG rating agencies (CRISIL/CARE/ICRA) once internal systems mature
- Coordinate supplier ESG audits (labour practices, environmental permits, waste disposal, energy consumption) for high-risk vendors

Risk & Compliance Support

- Support maintenance of the whistleblower mechanism, anti-bribery policy, and vendor code of conduct documentation
- Track and report on ethics-related metrics (complaints received, resolution times, actions taken)

Candidate Profile

Experience

• 2–5 years’ experience in an ESG ratings agency, ESG advisory/consulting firm, Big 4 sustainability practice, or in-house ESG/sustainability function

• Prior exposure to BRSR/BRSR Core reporting, GRI, or SASB frameworks

• Experience with ESG data platforms/software is a strong plus

Skills

• Strong quantitative and data management skills — comfortable building and maintaining ESG data trackers (Excel/data platform level)

• Working knowledge of SEBI’s ESG disclosure requirements for Indian companies

• Ability to translate operational/manufacturing data (energy, waste, water, safety) into standardised ESG metrics

• Report writing — able to produce board-ready quarterly reports independently

• Familiarity with ISO management system standards (14001, 45001, 50001, 37001) — audit exposure a plus, not required

Attributes

• Comfortable working in a founder-led, pre-IPO environment with evolving governance structures

• Able to work cross-functionally with manufacturing, HR, and finance teams to source data

• Detail-oriented, with the discipline to build auditable, evidence-backed systems rather than self-declared claims

What This Role Is Not

This role does not own board restructuring, financial audit appointments, or the design of the anti-bribery/whistleblower policy — those sit with the Managing Director, Company Secretary, and external legal/audit counsel respectively. The analyst supports these workstreams with data and documentation, not decision authority.

Working Conditions

- **Work Environment:** Office setting.
- **Hours:** Full-time, standard business hours with occasional overtime as required.

Benefits:

- Competitive salary and performance-based incentives.
- Comprehensive health insurance.
- Professional development opportunities.

Xolopak India Limited is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.