



## JOB DESCRIPTION

### Sustainability Administrator

Ontex is a leading international producer of personal hygiene solutions for babies, women and adults. We distribute in more than 110 countries through leading retailer private labels, as well as under our own brands. The group employs over 11,000 employees, spread around the world. Ontex is listed on Euronext Brussels and is part of the BEL20® index and STOXX® Europe 600.

We are a fast growing company where people are the most valuable asset. To support our continuous growth and reinforce our Sustainability team in Aalst we are looking for a Sustainability Administrator.

#### Your role

The Group Sustainability Administrator will support the Sustainability department with multiple administrative tasks.

- You will support the department in achieving product labels such as FSC, PEFC, EU Ecolabel, Nordic Ecolabel, Ökotex 100, Nordic Asthma-Allergy and the German Bleu Angel. You will be in close contact with our suppliers to request all necessary data. Additionally you will support in arranging the approval by external trademark organizations for the use of labels on packaging artwork.
- You will be in close contact with Sales and Production sites to provide all necessary training on the use of these labels.
- You will support with periodic administrative tasks and consolidation linked to data gathering from our plants, internal communication of the company's sustainability goals and achievements.
- You will be responsible for maintaining and improving our sustainability sharepoint.

#### Your profile

- Bachelor Degree or similar by experience
- Personal interest in sustainability and topics like ecolabel, global warming, biobased materials, ...
- You're well-structured and strong communicator who thrives as a teamplayer
- Fluent in English, any other language is considered as an asset (German is a plus)
- Good knowledge of the Microsoft software such as Word and Excel
- Knowledge of Sharepoint applications
- Basic knowledge of management systems and/or chemistry is a plus

#### What we offer

Working for Ontex means working in a unique environment where local and international talent truly work and win together; where people are encouraged to share their experiences and take real responsibilities. Of course, you will work under the best possible conditions, where experienced colleagues are ready to assist you.

As a leading multinational, Ontex will reward your performance according to your expertise and potential.

If you have the drive, the talent and the individuality to push our Sustainability department to a higher level, we know just the place to come and show it...