



Codo Advisory Inc.

Senior Consultant Job Description

About Codo Advisory

Codo Advisory is a sustainability firm established in 2022 by MCP Japan Holdings and Amita Holdings Co., Ltd. We specialize in professional services related to climate change, including transition strategies based on the internationally recognized ACT framework, as well as sustainability education programs. Our core service areas include:

① Advisory Services

We offer sustainability consulting services to both Japanese and non-Japanese companies operating in Japan. Our work currently focuses on climate change related services and compliance with sustainability regulations such as CSRD and ISSB, as well as broader sustainability strategy creation. Going forward we are expanding our ESG service offerings, with a focus on the social aspects of ESG.

② Education Services

We deliver a wide range of sustainability education programs, including internationally recognized workshops like Climate Fresk and Biodiversity Collage. Our goal is to raise sustainability literacy across all levels of society. In partnership with Amita Holdings, we also provide circular economy-themed workshops. Looking ahead, we're developing original programs to reach a broader audience, with new offerings planned in areas such as governance, human rights, human capital, and industry insights for the general public.

Our Vision

As sustainability challenges become more urgent and complex, we believe society needs integrated, one-stop sustainability firms that can deliver real solutions. Through both our consulting and educational work—and by collaborating with trusted partners and experts—we aim to become a long-term ally in solving some of the most pressing sustainability issues of our time.



Position Overview

This position involves a wide range of responsibilities, which may vary depending on project and team needs. Key tasks include:

I • Client Services

- Management of project timelines and deliverables
- Preparatory research and preparation of client-facing materials
- Client communication
- Identification of client needs and drafting of proposal documents based on hypotheses
- Delivery and facilitation of sustainability workshops

II • Internal Organizational Development

- Collaboration and communication with team members
- Development and proposal of new services based on global trends and societal needs
- Support in improving internal management processes, strategy, and organizational structure
- Support in developing hiring and HR systems

III • Thought Leadership

- Writing of insight articles and research reports
- Design and participation in seminars and networking events
- Drafting of external communication such as social media posts
- Suggestion for improvements to the company website

Required Qualifications

Mandatory:

- 2 to 6 years of experience in sustainability, particularly in consulting or in-house sustainability roles



- Experience with TCFD disclosures, CDP responses, or net-zero and transition plan development is strongly preferred
- Business-level Japanese (JLPT N2 or equivalent)
- Strong English skills (ability to present to clients' management teams and deliver insights and reports)

Key Skills:

- Proficiency in Microsoft Excel, PowerPoint, and other office tools
- Ability to manage multiple responsibilities across client and internal workstreams
- Strong understanding and commitment to solving societal issues
- Willingness to learn and tackle new or complex challenges

Preferred Experience :

- Sustainability and integrated strategy development
- Decarbonization and transition planning
- Knowledge of global disclosure frameworks like GRI, CSRD/ESRS
- Familiarity with TCFD, TNFD, and other ESG frameworks
- Experience in human rights, supply chains, or human capital strategy

Employment Terms

Contract type: Full-time

Salary: 7,000,000 yen ~ 11,000,000 yen per year (negotiable based on experience)

Bonus: Annual performance-based bonus

Work Location: Tokyo Office (3-minute walk from Hanzomon Station)

We are committed to creating a workplace where all members feel respected and comfortable. While we provide standard benefits, we are also open to discussing candidates' individual needs.

- Commuting expenses fully covered (within a set limit)
- Social insurance: health insurance, pension, and employment insurance
- Paid leave: 20 days annual leave, special leave, and 5 days of sick leave
- Hybrid work environment (currently 2 office days/week; flexible based on discussion)



- Flextime system
- Options for reduced working hours, freelance contracts (upon consultation)
- Side jobs allowed (with prior approval)

How to Apply

Please send your application to:

recruitment@codo.jp

Use the subject line: **Senior Consultant Application**

Attach your **CV (in Japanese or English)**. A cover letter is optional but welcome.