

XYNTEO INDIA WRITER (CONTRACT BASIS)

Xynteo seeks to engage a contractor for writing a coffee table book on Xynteo's journey in India.

ABOUT XYNTEO

Growth is a powerful force. Over the past few centuries, the existing growth model has catalysed enormous progress. It has been a force for good. But this growth model is no longer fit for our needs – or those of generations to come. In many ways it has become a destructive force, promoting short-term wins over long-term prosperity, desolating natural resources and widening exclusion.

XYNTEO REINVENTS GROWTH MODELS

Xynteo works with business leaders to drive a new kind of growth: growth that works with and not against nature; delivers value over the long term; and generates value for the many, not just the few. We create strategies that don't just win in today's market - they build tomorrow's.

Founded in Norway, Xynteo is a sustainability advisory firm, which operates across Europe and India. We work with some of the world's largest businesses to **develop new models of growth** that are inclusive, sustainable, transformative and collaborative. We work at the **intersection of business and societal imperatives** (be they environmental or community related).

For more information, please visit: <https://xynteo.com>

ROLE RESPONSIBILITIES

RESPONSIBILITIES AND DUTIES

Your responsibilities will entail:

- Proactively recommending changes to the proposed structure of the book
- Ascertaining relevant information from a pool of material to be included in the book
- Identifying gaps in the information provided and alerting the Xynteo Point of Contact of the same
- Drafting the text for the book, to ensure that it makes for an engaging read
- Rewriting and editing the draft, based on recommendations from the Xynteo Point of Contact
- Proof-reading content for proper grammar, spelling, syntax, etc.
- Providing inputs, as may be required, to the book designers including recommending images and schematics as may be appropriate to the text

DOES THIS SOUND LIKE YOU?

EDUCATION

At least a Bachelor's degree

PROFESSIONAL EXPERIENCE

Significant writing experience

Preference will be accorded to those with prior experience in authoring non-fiction books

OTHER SKILLS

- Excellent English written skills
- Exceptional attention to details
- Organised; strong planning and project management skills
- Highly proficient in Microsoft Word

PERSONAL CHARACTERISTICS

- Ability to work collaboratively in a team environment
- Ability to deliver high-quality output in short time spans
- Confidence and maturity to interact with senior executives
- Ability to structure and manage intensive workloads
- Sound work ethic

LOGISTICS**LOCATION AND WORK FORMAT**

- Hybrid / virtual work format: largely work-from-anywhere
- Preference accorded to applicants who are willing to occasionally meet in-person, in Gurgaon

TENURE

Twelve weeks, extendable on mutual consent