



We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole is an energetic, global company offering comprehensive sustainability solutions and services. With offices spanning all six continents, we strive to create a sustainable society and economy that positively impacts our climate, ecosystems and communities. With our solutions we inspire and enable our customers to create value from sustainability-related activities.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Office Manager based in Bangkok (100%)

As an Office Manager, you will be responsible for local finance and administration tasks. One of your key roles is to oversee account reports that has been prepared and maintain the monthly finance reports that are sent to our headquarters. You will also be expected to be the main contact to make sure that all office logistics are running smoothly.

Tasks and responsibilities

- Manage office's logistics and ensure good working conditions
- Attend to customers and phone calls
- Manage financial resources, payments and administrative procedures associated to the office
- Communicate with our accounting departments (local and Swiss) and provide the information required
- Prepare monthly reports and office budget
- Support hiring process in coordination with HR and headquarters
- Support our business units in various deliverables
- Coordinate and complete relevant declarations as per Thai requirements
- Responsible for all monthly payroll activities including all necessary local declarations/deductions

Your profile

- A technical degree in administrative areas
- 5+ years experience in comparable position in an international context will be an advantage
- High-energy, flexible, and responsive work style; ability to work in a fast-paced environment
- Excellent communication and interpersonal skills, with the ability to communicate effectively with individuals and groups at various organisational levels
- Advanced computer skills, particularly in Microsoft Excel
- Fluency in written and spoken English
- Efficient planning and priority setting
- Decision making support and ability to take own decisions
- Ability to work well independently and also as a key part of a growing team
- Results focused approach

We offer

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit; work with dedicated and enthusiastic people



- Working autonomously as well as within an international team

Please apply

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Women are especially encouraged to apply. Please send your application in English directly through our [website](#). If you have any questions regarding this vacancy, please contact Ms. Tiara Anggraeni on +62 21 7207567 or on jobs@southpole.com.