



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

Junior Operations Manager (100%) based in Bangkok, Delhi, Beijing or Jakarta

We have an amazing opportunity for a Junior Operations Manager to join our Portfolio Management team. This is a challenging position where your responsibility will cover all registry-related activities, such as ensuring efficient and accurate delivery of carbon credits and Renewable Energy Certificates (RECs) to our list of clients, and coordinating with our Project Development team for project compliance, registration and issuance. If you want to join a growing international company and you are exceptionally detail oriented and an apt communicator across time-zones, cultures and teams, then you are the candidate we are looking for.

Tasks and responsibilities

- Ensure client satisfaction by executing timely, accurate and efficient carbon credit and REC deliveries
- Management of carbon credit and REC inventories in international certificate trading registries and in the company's internal tracking tool
- Ensure effective and efficient coordination with sales managers, technical implementation teams and accounting
- Contribute to internal certificate management process development and improvement
- Actively track regulatory changes and advise project managers of the requirement for worldwide compliance as needed
- Data maintenance and regular reconciliations of our accounts
- Closely collaborate and coordinate with the marketing and project development teams in order to ensure current and accurate communication about our projects
- Responsible for ensuring that marketing materials such as factsheets and proposals are regularly updated with the latest project data
- General support to the portfolio team on various tasks

Your profile

- University degree in Business Administration, Economics or Environmental Science
- Minimum 2 years working experience, preferably with some knowledge of carbon or Renewable Energy project development and/or markets
- Experience working with information management systems (CRM, accounting, databases, etc.)
- High level of accuracy, numeracy and competency with Excel
- Some flexibility with regard to working hours
- Proactive and problem solving approach to work
- Exceptional attention to detail



- Excellent written and oral command of English is required
- Ability to work autonomously as well as within a larger team
- Excellent communication skills
- National or valid work permit is a must

We offer

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit working with dedicated and enthusiastic people
- The opportunity to use your skills, experience and enthusiasm to help a growing company with big ambition

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! Please send your application in English directly through our [website](#). If you have any questions regarding this vacancy, please contact Ms. Tiara Anggraeni on +6221 720 7567 or on jobs@southpole.com.