



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. South Pole acts today 'for a better tomorrow'. With offices spanning all six continents, we accelerate the transition to a climate-smart society. Our vision is "Climate Action for All": 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

Operations Assistant (100%) based in Jakarta

As Operations Assistant, you will work with the Operations team to help keep businesses running smoothly. You will provide operational and administrative assistance to the Consultancy, Sales, Marketing and Portfolio teams and perform a variety of coordination and logistical services. You will support the improvement of our templates and procedures and ensure smooth and efficient processes, also supporting the facilitation of proposals and project implementation. If you have eyes for details and are eager to learn more about sustainability sectors, then we are looking for you!

Tasks and responsibilities

- Support the development of operational procedures
- Support efforts to increase efficiency and productivity of the teams
- Continuously assist in updating and improving South Pole's processes as well as the supporting documents/guidelines
- Continuously update and improve South Pole's templates
- Support general tasks such as updating/formatting staff CVs, references and the company's internal project management tool
- Support the facilitation and the control of proposals and projects implementation
- Conduct internet research operational issues and policies to support the creation of company processes and documents
- Coordinate the internal learning sessions
- Support the organization and management of the companies marketing materials

Your profile

- A minimum Bachelor's degree, ideally in Environmental Sciences, Engineering, Economics, development or a sustainability-related discipline
- Ideally some limited relevant work experience, fresh graduates are welcome to apply
- Experience in working in small teams, ideally within an international and multicultural context
- Experience in situations where attention to detail is essential and with effectively completing operational tasks
- Excellent time management and organisational skills with experience of reporting on activity
- Excellent oral and written command of English are a must and a professional proficiency in Bahasa Indonesia is desirable. Furthermore, professional proficiency in Spanish, French, German or other languages would be



advantageous

- National, or holder of a valid work permit in Indonesia

We offer

- Work in a growing global profit for purpose company with a real commitment to sustainability and fighting climate change
- Excellent team spirit, work within a large and international team of sustainability passionate professionals
- The opportunity to grow professionally in a culturally diverse team based around the world

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 cover letter and CV directly through our [website](#). If you have any questions regarding this vacancy, please contact us on jobs@southpole.com.