



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

Proofreader (70-100%) based in London, United Kingdom

South Pole works with a large number of prestigious corporate and public sector clients to support them in their sustainability journey. As a Proofreader, you will contribute to our Consultancy and Services, Key Account Management, Projects and Marketing teams to improve the quality of our deliverables and proposals by conducting quality checks. The main purpose of this position is to ensure that our deliverables, including proposals and reports, maintain a high quality standard in terms of language and formatting, style, consistency and accuracy. In addition you will provide translation support when needed. If you are an enthusiastic professional with great attention to detail and passionate about fighting climate change, then we are looking for you!

Tasks and responsibilities

- Conduct the proofreading of documents (proposals, reports and other deliverables) to be submitted to clients, including language check and formatting
- Conduct project proofreading and follow-up with our consultants
- Provide constructive feedback to the consultants on their deliverables and strive for continuous improvement of the quality level
- Support in internal tasks such as updating, formatting or language check of staff CVs and project references
- Continuously update and improve South Pole's texts in templates
- When required, support the development of guidelines related to formatting and language checks and also where applicable providing training and other related support

Your profile

- A minimum Bachelor's degree, ideally in Languages, Journalism, Literature, Communication, English or a related discipline
- At least 2 years of relevant work experience
- Experience with proofreading, formatting and checking documents in English and ideally, a second language such as Spanish, German or French
- Experience in working in small teams, ideally within an international and multicultural context
- Excellent oral and written command of English (native speaker level) is essential and professional proficiency in Spanish, French, German or other languages is desirable
- Advanced skills in MS Word, Excel, PowerPoint and Google Suite are essential
- Excellent attention to detail
- Enjoy working with and supporting others



- UK national, or holder of a valid required work visa in UK

We offer

- Excellent team spirit
- Be part of a growing and multicultural company
- Work autonomously as well as within a large and international team of sustainability passionate professionals

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.