



## We are hiring

Would you like to be part of our dynamic, international 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.

South Pole is currently on an exciting growth journey. With 300 employees located in 16 different countries, the demand for top-quality HR support is increasing. Therefore, to further strengthen our global HR team and ensure we continue to provide world-class HR service to the organisation, we are currently looking to recruit a highly motivated and dedicated

### HR Assistant Asia-Pacific (100%) based in Bangkok

As HR Assistant, you will support all aspects of HR Operations and administration across the entire employee life-cycle, such as recruitment, hiring, onboarding, offer letters and contracts, terminations, payroll, systems, policies and processes, etc. This is a multi-faceted role with a broad scope, spanning across several countries within the region. This role is best suited for a dynamic and passionate individual, with an eye for detail, who loves working with people in a fast-paced international environment and who is ready for an exciting new career opportunity in the field of HR.

#### Tasks and responsibilities

- Ensure a smooth coordination of open recruitment processes, including:
  - Draft new job ads
  - Publish open positions on internal and external websites
  - Screen CVs
  - Coordinate technical tests
  - Schedule interviews with candidates
  - Answer candidates' inquiries
  - Keep managers updated on next steps in the recruitment process
- Coordinate the process for hiring staff, such as preparing offer letters and employment contracts, organising new starters and ensuring a smooth onboarding process, enrolling new hires in all relevant insurances and benefits, etc.
- Administering the process for leaving staff, such as writing reference letters and other relevant correspondence, informing employees of the applicable terms and conditions or their departure, etc.
- Provide inputs to and review monthly payroll
- Maintain and update global HR documents
- Answer internal queries from employees regarding HR policies and procedures
- Maintain and update employee documentation
- Issue work confirmations
- Support work visas and work permits processes
- Contribute to the creation of HR policies
- Support various global and local HR projects



### Your profile

- Degree in Business Administration, HR or similar
- Some previous work experience in the field of Human Resources or other relevant experience
- Excellent knowledge of English is a must, any other languages are a plus
- Ability to manage multiple priorities simultaneously while keeping strong attention to details
- Excellent organisational skills and ability to be productive and efficient in a fast-paced environment
- Enjoy working in a multicultural environment
- Strong personal interest for sustainability and climate change
- National or Thai passport holder

### We offer

- Broad variety of tasks with increasing levels of responsibility over time, offering a great career opportunity
- Excellent team spirit with fun and supportive colleagues
- Be part of a dynamic, growing and multicultural company
- Work 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! 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](mailto:jobs@southpole.com).