



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 all around the globe, 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 Specialist (100%) based in London, Amsterdam, Stockholm, Jakarta or Bangkok

South Pole works with a large number of prestigious corporate clients to support them in their sustainability journey. To support our Climate Solutions Business Line, we are looking for an Operations Specialist who will help us improve and maintain our tools and templates. You will also support the development of new operating procedures and in some cases, take the lead in these initiatives. In addition, you will be responsible for training new employees on our systems and processes. If you are process-oriented, have a strong attention to detail with the ability to multitask, learn quickly and like supporting others, then we are looking for you!

Tasks and responsibilities

- Maintain and improve internal tools and templates
- Support and potentially lead the development of new operating procedures
- Support in general tasks such as updating information in our internal project management tool
- Prepare team reports that show KPIs and milestones achieved
- Treat, sort and compile data to facilitate KPI analysis
- Train new consultants and sales managers on our tools and processes
- Conduct checks in our internal project management tool, to ensure the information is complete and accurate
- Support and possibly lead the development and update training programs based on ongoing experience, process metrics and feedback from employees

Your profile

- Master's degree in Business Administration, Political Sciences, Environmental Sciences, Sustainability or related fields
- At least 3-4 years of work experience
- Experience with highly-detailed tasks
- Administrative experience necessary
- Experience in working in small teams, ideally within an international and multicultural context
- Excellent oral and written command of English is essential
- Advanced skills with the use of the MS Office Suite (in particular Excel), Google Drive, IT platforms and technologies are essential
- A proactive, diligent and independent approach
- Strong organisational skills: ability to multitask, focus and prioritise
- Excellent personal relationships, enjoy working with and supporting others
- Process-oriented, with a taste for efficiency increase



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 work with professional experts all 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.