



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

As an Operations Assistant, you will work with the Operations team to help keep businesses running smoothly. You will provide operational and administrative assistance to different teams (consultancy and sales), and will perform a variety of administrative, coordination and logistical services. You will support the improvement of our templates and procedures and ensure smooth and efficient processes. As well as support the facilitation of proposals and project implementation.

#### Tasks and responsibilities

- Support the development of operational procedures for the company
- Support efforts to increase efficiency and productivity of the company
- Continuously update and improve 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 our internal Project Management Tool
- Support the facilitation and the control of proposals and projects implementation
- Conduct internet research on operational issues and policies to support the creation of company processes and documents

#### Your profile

- A minimum Bachelor's degree ideally in Environmental Sciences, Engineering, Economics, development or a sustainability-related discipline
- At least 1 year of relevant work experience
- Experience in working in small teams, 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 and a professional proficiency in Bahasa Indonesia is desirable. Professional proficiency in Spanish, French, German or other languages would be advantageous



### 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](mailto:jobs@southpole.com).