



## 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

### Commercial Support Assistant (100%) based in New York, US

As a Commercial Support Assistant, you will ensure that our contracts comply with the internal requirements and client requests. You will be in charge of preparing documents and gathering information relevant to the success of our proposals. In addition, you are responsible for keeping our internal project management tool updated and carry out a wide variety of tasks to help the Senior Contracts Specialist and sales managers to prepare and effectively deliver contracts, proposals and to coordinate deliveries on our contracts.

#### Tasks and responsibilities

- Execute activities relating to the approving, signing and filing of contracts
- Support the sales team by collating and completing documentation required by clients as part of request for proposals
- Perform quality and consistency checks within South Pole project management and sales systems
- Register leads, contracts and associated information within South Pole's internal systems
- Coordinate and monitor delivery of contractual obligations
- As part of a wider Contract Management Team, support with drafting and reviewing contracts (NDA's, Service Agreements, Sales and Purchase Agreements) according to South Pole templates
- Potential other related tasks to meet business needs

#### Your profile

- University degree in Pre-Law, Business, Administration (or similar) or relevant work experience in an administrative/contracts or support function. Courses in legal matters or paralegal certification is desirable
- Ability to multitask, prioritise and manage time efficiently
- Ability to work on own initiative
- Excellent verbal and communication skills
- Exposure to CRM systems desirable

#### We offer

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit working with dedicated and enthusiastic people
- Work in a growing global profit for purpose company with a real commitment to sustainability and fighting climate change



**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).