



We are hiring

Would you like to be part of our dynamic, global, and growing team? south pole group 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.

To complete the Central Functions team we are employing a highly-motivated and dedicated

Office Manager / Global HR Support (60-100%) based in Stockholm, Sweden

In this important and diversified role you will hold a key function in south pole group's dynamic and constant developing environment. While liaising between the worldwide offices and our headquarters in Zurich, you handle all business matters with a can-do attitude and fulfil the high quality requirements at all times. In this role you will report to the Regional Central Functions Coordinator and be in permanent contact with the global Human Resources department in Zurich.

Tasks and responsibilities

- Manage office's logistics
- General correspondence in English and Swedish
- Manage financial resources, payments and administrative procedures associated to the office
- Assist guests in Stockholm office (hotel, transportation, visa)
- General support of global HR processes
- Different ad hoc midterm projects

Your profile

- Three years of relevant experience in a similar role
- Proven track record of organisational skills
- Excellent level of written and verbal English and Swedish
- Advanced computer skills, especially in Microsoft Word and Excel
- Exceptional organization skills, acute attention to detail, ability to manage multiple priorities
- Reliable team player who enjoys a variety of tasks in a diverse multi-cultural environment

We offer

- Collaboration in a challenging and exciting global company with a real purpose
- Work with highly dedicated and motivated experts of south pole group's dynamic team
- Excellent team spirit



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 in one pdf file to Ms. Kimberly Gantner, HR Assistant, hr@thesouthpolegroup.com