



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 young, highly-motivated and dedicated

Back Office and HR Support (80-100%) based in Stockholm, Sweden

Supporting our back office and administration, you will be responsible for providing the essential support required by our Swedish office for its proper operation, and to be in constant communication with our headquarters in Switzerland and with other regional offices in relation to your work area. In addition you will support our Human Resources team for various topics and administrative tasks.

Tasks and responsibilities

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

Your profile

- One year of relevant experience in a similar role is an advantage
- Organisational skills
- Excellent level of written and verbal English and Swedish
- Advanced computer skills, especially in Microsoft Word and Excel
- Attention to detail and 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. Mo Teng Yuen, HR Assistant, hr@thesouthpolegroup.com