



We are hiring

Would you like to be part of our dynamic, global, and growing team? South Pole Group offers global 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.

Our mission is to enable our customers to create value from sustainability-related activities. To strengthen our Marketing footprint in our core German-speaking markets and as a maternity replacement for an initial period of 12 months, we are looking for a highly motivated and dynamic

Marketing and Events Assistant (100%) based in London or Zurich

Our global Marketing team is gearing up to take the company to its next level. We are seeking a dedicated and resourceful young professional with local market knowledge (DACH region) who complements our team. Working closely with the Director Marketing and Communications, you will act as a Marketing coordinator and event manager. This is a challenging position allowing plenty of room to grow; with a high interest for learning, you shall become an important puzzle piece in our global Marketing team. You are a native German speaker and passionate about helping to save the climate as part of your daily work.

Tasks and responsibilities

Marketing tasks - produce collateral and provide local Marketing support

- Maintenance and development of German language section of the corporate website
- Produce company, project and product collateral in German and English
- Support the production and distribution of German language news articles and media releases
- Pre and post event communication to all relevant stakeholders, including mailings and website content management, write brief event summaries
- Advise, train and support staff regarding Marketing matters, such as use of corporate templates
- Support Key Account Managers with proposals and tenders
- Proofreading of German-speaking content and reports
- Coordinate the development of digital content (videos, animated graphics) with design team

Event Management

- Conduct event research and identify new events/conferences, align prioritisation with Key Account Management and Marketing teams
- Negotiate sponsorship agreements
- Handle content based and visual conference/event participation. Involve all internal stakeholders as needed
- Identification of event opportunities, conceptualisation and realisation of new events/formats for South Pole Group, defining target audience, event topic, format, bringing up ideas for speakers, locations and communication
- Identification of partnership opportunities, in particular in order to strengthen the quality and appeal of above events through the engagement of diverse stakeholders and experts



- Calculate emission reductions for events we provide offset sponsorship for and offset via internal project management tool
- Support the development of content for webinars and marketing journeys

Your profile

- University degree or equivalent education with focus on Marketing / Communications or in a climate-related area
- One to two years of relevant work experience
- Native German language skills is a must
- Very good English language skills, additional French language skills are a plus
- Copywriting and content production skills
- Interest (ideally experience) in social media and community building
- Knowledge of Google Analytics
- Basic HTML skills
- Passion for environmental issues and understanding of sustainability, CSR and related topics
- Ability to work in an interdisciplinary, global team as well as independently
- Eagerness to grow and learn in an evolving 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 our international team looking to make a difference we would be happy to hear from you! Please send your cover letter and CV in German directly through our [website](#).