



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 further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Personal and Office Assistant (100%) based in London, United Kingdom

As a Personal and Office Assistant, you have a can-do-attitude and you enjoy working with and assisting others. In this diverse role you will support Product Directors in their duties and you will be responsible for providing them secretarial assistance. In addition, you will ensure that the office runs smoothly on an everyday basis, overseeing office supplies, attending guests and being in charge of the phone and post among others. If you are an enthusiastic professional with exceptional organisational skills and would like to join an international company, then we are looking for you.

Tasks and responsibilities

Personal Assistant (70%)

- Arranging travel, visas and accommodation
- Attend to phone calls, enquiries and requests
- Organising and maintaining calendars and making appointments
- Manage expenses reports
- Carrying out background research and presenting findings
- Producing documents, briefing papers, reports and presentations
- Liaising with clients, suppliers and other staff

Office Assistant (30%)

- Organise office's logistics and supplies
- Welcoming guests and answering phone calls
- Booking and arranging travel, transport and accommodation for guests
- Organising and filing documents and mail
- Review local financial statement and cost accounting
- Organising internal events
- Be the bridge between the London office and our headquarters in Zurich
- Assist in local payroll administration



Your profile

- Degree in Business Administration, Certificate in Office Administration, Administrative Assistant or similar
- General IT skills and advanced computer skills in Microsoft Word, Excel and Powerpoint
- Excellent knowledge of English is a must, any other languages are a plus
- Proactive and initiative driven
- Ability to manage multiple priorities while keeping attention to details
- Outstanding organisational skills
- Enjoy working in a multicultural environment
- A flexible, independent, responsible and trustworthy personality
- UK nationality or holder of a valid work permit is a must

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 directly through our [website](#).